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# BOOK OF HOMONYMS.

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# BOOK OF

# HOMONYMS

With Copious Exercises on Homogeneous and Homophonous Words, and Chapters on Compound and Hyphenated Words, Use of the Apostrophe, Use of Figures, Rules for Spelling, The Formation of Plurals and Contractions, and Other Useful Information, With Extended Exercises.

BY B. S. BARRETT

PUBLISHED BY ISAAC PITMAN & SONS
31 UNION SQUARE, NEW YORK

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## FOREWORD.

This little book was prepared by the author, *ex necesitate rei,* for his classes, from a practical, and not a theoretical veiwpoint. There are not wanting text-books with rules and definitions, but there is a sad deficiency of exercises to impress the rules and definitions on the mind of the student.

What led the author to formulate these exercises was the discovery that the pupils in his classes, either through lack of previous instruction, or some defect of their education, were constantly making the same mistakes in the same words—not only in one class, but class after class and year after year. The exercises were first written in a common shorthand note book, and the author began to use them in his classes with excellent results, and the thought that what he has found to be so useful in his own classes might be equally serviceable in other classes, has induced him to collate them in book form and give them to a publisher, in the hope that they may make the rough road toward the acquisition of education a little less difficult and a little more attractive.

Commending them to the teachers and pupils of our country, he sends with them the best wishes for more satisfactory results of

AN OLD TEACHER.

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## SUGGESTIONS TO THE TEACHER.

It is not advisable to give the exercises seriatim. Begin by giving the first on Affect and Effect, if desirable, and then take up any other words in which errors are developed by the pupils. It is well to give one or more of the letters in the Promiscuous Exercises, and then follow these up with exercises on the words in which mistakes are made. The exercises for transcription may be copied by the pupils, who should insert the correct word in the blank spaces, or strike out the incorrect words in the supplemental exercises; or the teacher may dictate the exercises, supplementing the omitted word, or omitting the wrong words himself. The teacher may, also, add other exercises of his own, and require the pupils to originate sentences containing the words in the exercise, if thought desirable. The longer exercises, as given in the book, may be subdivided if necessary. In all cases the pupils should be required to learn the definitions before the exercises are given.

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# HOMONYMS

OR

# HOMOPHONOUS AND HOMOGENEOUS WORDS

Homophonous words or those that are pronounced alike, but spelled differently, and homogeneous words, that are somewhat alike in either pronunciation or spelling, having different or similar meanings, are often confusing and perplexing, and the following exercises have been prepared to indicate the correct form of such of these words as are in most common use.

---

AFFECT, verb, to **impress**, to change, to injure, to benefit (when so indicated by other words,) to move, to excite, to pretend or appear. Note. *Affect* is *always* a verb, and should *never* be used as a noun.

EFFECT, verb, to accomplish, to bring to pass or bring about, to make, to do, to achieve, to execute.

EFFECT, noun, impression, change, result, state, condition or fact. Note. *Effect* is, in reality, the noun of *Affect*.

EFFECTS, noun, pl., goods, chattels, personal property.

IN EFFECT, (parenthetical phrase,) in substance or in reality.

INTO EFFECT, adverbial phrase, into reality, existence or made operative. Not parenthetical.

EFFECTIVE, EFFECTUAL, adj., of good effect, serviceable, useful.

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## EXERCISE FOR DICTATION, 1.

1. The storm may affect the crops, and that would affect prices. 2. Too much study affected his mind. 3. He affected to be ill in order to escape serving as a juror. 4. We can effect our designs by diligence and perseverance. 5. The effect of the colors in the picture was startling. 6. A good effect or a bad effect may be produced by the methods employed. 7. The man was deeply affected by the story. 8. We can not tell what the effect of the changed conditions may be. 9. All his furniture and effects were removed from the house. 10. The effect of the revolution was such as to effect a new order of things, which, in effect, affected the people everywhere, and produced an effect that was entirely satisfactory. 11. The laws went into effect at once, and were made effective by rigid enforcement. 12. A good effect was produced by his calmness. 13. The effect of the rain is beneficial. 14. The deal between the parties was effected by shrewd management. 15. The most effective method of memorizing is by repeating. 16. Effectual steps were taken to prevent further disturbance.

## EXERCISE FOR TRANSCRIPTION, 2.

*Fill the blanks with the appropriate word, in following and all other similar Exercises.*

1. The speaker produced a startling upon his hearers. 2. No one can tell what the will be. 3. He ed to be wise, although he was ignorant. 4. The passengers ed a landing by means of small boats. 5. A compromise was ed between the parties. 6. In order to produce the desired it was necessary to a change in previous methods. 7. The of the frost was disastrous to the peach crop, and this will,

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in , be likely to the market. 8. His troubles ed his mind. 9. We can not always our purposes. 10. His calm words produced a good upon the turbulent throng. 11. He ed the purchase of the property at a low price by ing to be in indigent circumstances. 12. If the of what you say or do is likely to others unpleasantly, or produce an undesirable , then, in , you should try to your purpose in some better way. 13. His personal property and were sold by auction. 14. The plan was carried into at once and proved very ive.

## SUPPLEMENTAL EXERCISE, 3.

*Strike out the incorrect word.*

1. What effect—affect will the proposed change have? 2. You can not affect—effect anything by procrastination. 3. He feared the climate would effect—affect his health. 4. The cold weather may effect—affect the orange crop. 5. It should be every one's aim to affect—effect all the good he can. 6. The effect—affect of the cyclone was disastrous. 7. The effect—affect of enforced education was found to be beneficial. 8. I do not know whether the proposed change will affect—effect things for the better or worse. 9. He felt that the reduction of capital in the business world would affect—effect his interests seriously. 10. A good effect—affect was produced in the picture by the judicious blending of colors. 11. The leaders of the party are trying to affect—effect their purposes by making alluring statements. 12. The missions are effecting—affecting a good work, and the good affect—effect of what they have done is already shown in the way it affects—effects the people.

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13. It is not commendable in any one to affect—effect to be better than he is. 14. We do not wish to effect—affect the status of affairs by any innovations that we may effect—affect. 15. Astrologers teach that the planets effect—affect the character and condition of mankind. 16. The messenger said, in effect—affect, that there would be no meeting of the society. 17. They tried to affect—effect a reconciliation between the parties. 18. The sheriff seized his effects—affects in satisfaction of the debt. 19. He was very much affected—effected by the news. 20. The educational conditions of a country always affect—effect the masses beneficially. 21. Part of his effects—affects was destroyed by fire. 22. It is possible to affect—effect a good deal in the way of reformation by persistent effort. 23. The by-laws went into effect—affect, and were made affective—effective at once. 24. They employed the most effectual—affectual means for the purpose.

## EXERCISE 4.

### A LETTER.

DEAR SIR:

1. We hope you will be able to affect—effect a deal with our friends, particularly as the moral affect—effect upon our business will be beneficial, and if you fail to do so, it will certainly affect—effect our interests seriously. 2. Mr. Wilson has just affected—effected the purchase of the house on Main street, and has transferred all his goods and effects—affects to the new place. 3. We do not know what the affect—effect of the new arrangement will be, but we hope it will effect—affect him beneficially.

Yours truly,

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## ADDITIONAL EXERCISES ON AFFECT AND EFFECT.

As the author found in his class work that *affect* and *effect* are among the more difficult words to master, he has prepared the following additional exercises, which may, in some cases, be found necessary.

### EXERCISE FOR DICTATION, 5.

A LETTER.

DEAR SIR:

1. We would be very glad to effect the purchase of the property you offer for sale, were it not that we fear it would affect our interests in other matters. 2. The fact is that we have felt the effect of the present business prostration which has affected our financial condition to such an extent that we do not see how it would be possible for us to effect the purchase just at present. 3. Mr. Smith also tells us, in effect, that he fears the general business stagnation will affect him seriously, especially as he has recently lost his house and all his household effects by fire, which will effectually prevent him from embarking in any new ventures, although he affects to be in good spirits, and not at all affected by his losses. 4. If you do not effect a sale of the property in the near future, and we should not feel any further bad effect of business conditions, we may be glad to carry your proposition into effect, and may perhaps, effect the purchase of the property at a later date, in case any effective means may be provided by which we can effect the deal.

5. Hoping that we may all soon recover from the effect of the present business depression, we are

Very truly yours.

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## EXERCISE FOR TRANSCRIPTION, 6.

*Fill in the correct word.*

1. He to be indisposed in order to avoid doing the work. 2. The intelligence him unpleasantly. 3. What do you think the proposed change will have in the prosecution of your plans? 4. You can not anything that is satisfactory by procrastination. 5. Every one should try to all the good he can. 6. Much good has been ed by free education, and its beneficial results can be seen in the way it the people generally. 7. The officer seized his clothes and in the execution of the judgment of the court. 8. The dispatch stated, in that the of the storm was very disastrous. 9. You can not do work without care and perseverance. 10. Rest is the most remedy for nervous complaints.

## EXERCISE FOR CORRECTION, 7.

*Strike out the incorrect word in following and all similar exercises.*

1. The effect—affect produced was surprising. 2. No good affect—effect can result from a bad action. 3. The late frost must affect—effect the orange crop in Florida. 4. The man affected—effected to be ignorant, but he did this only for affect—effect. 5. You can not get the right affect—effect of the picture without good light. 6. The stock market was affected—effected by the war. 7. The speech produced the desired effect—affect, and effected—affected the hearers deeply. 8. You can not affect—effect your purposes without perseverance. 9. I have already told you, in affect—effect, that I am unable to affect—effect the purchase of the property. 10. He turned over all his

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affects—effects in payment of the debt. 11. He was deeply affected—effected by his father's death. 12. The new arrangements have proved very affectual—effectual. 13. The new plan is very affective—effective.

---

ADVICE, noun, counsel, admonition, intelligence, information.

ADVICES, noun, plural, information, news.

ADVISE, verb, to give counsel, information, or intelligence.

ACCESS, noun, entrance, admission.

EXCESS, noun, superabundance, too much.

## EXERCISE FOR DICTATION, 8.

1. Good advice is always better than bad advice. 2. If you will take my advice you will not try to gain access to the room without permission. 3. I would advise you not to manifest an excess of zeal in the matter. 4. When we gained access to the room, we found an excess of light through the windows, as there were no shades. 5. We have advices from Europe to the effect that there will be no war. 6. If you will advise me as to your requirements, I will act promptly on your advice. 7. We could not get access to the place in which there seemed to be an excess of provisions, so we took the advice of our guide before trying to effect an entrance, and waited for further advices, although we were very much affected by the excess of heat from the glaring sun.

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## EXERCISE FOR TRANSCRIPTION, 9.

1. If you will take my , you will not accept the offer, as it will require an of capital to carry on the business. 2. We learn by recent from Canada that it will be difficult to gain to the market with our wares at present. 3. The best I can give you is to avoid every form of in eating and drinking. 4. They say that good is cheap, but bad is always dear at any price. 5. We gained to the room with difficulty. 6. When we got to the cavern we found the of heat so intolerable that we were ed to return, and we acted on the immediately. 7. We receive by mail and cable daily from Europe. 8. The reformers us to reform, and their is good, but their of zeal may sometimes prevent them from having to the domain of reason. 9. One can not have an of good manners, especially if he desires to obtain to good society, and I would you to act on this at all times. 10. The of friends is better than the of enemies, and the of wise and good men is to be preferred to that of the bad and unwise. 11. The of physicians and lawyers is expensive, but an of pleasure or an of unbridled will sometimes compels us to have to one or the other.

## SUPPLEMENTAL EXERCISE, 10.

1. Can you advise—advice me as to what course I ought to take? 2. Please advise—advice me in regard to the matter. 3. There was an access—excess of water in the mixture. 4. We found it very difficult to get access—excess to the room. 5. We hope he will

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act on your advice—advise, as he certainly has been drinking to access—excess lately. 6. We would be glad to have you advise—advice us how we can gain excess—access to the premises. 7. The best advise—advice we can give you is to avoid all kinds of access—excess. 8. Recent advises—advices from our foreign correspondents indicate an access—excess of trading in futures. 9. The doctor advises—advices him to take a rest, and he says he will take the doctor's advise—advice. 10. We expect advices—advises soon from our correspondents in London. 11. When a rogue advises—advices, his advise—advice should be shunned. 12. Seek the advice—advise of friends, and avoid all excesses—accesses. 13. My advice—advise to you is to shun the advise—advice of the vicious, but listen to the advise—advice of wise and good men who will always advise—advice you for the best. 14. The access—excess to the cavern was difficult on account of the excess—access of loose rock piled up at the entrance, and we could not affect—effect an entrance in any other way. 15. An access—excess of advice—advise is not desirable. 16. They say that it is easy to give advise—advice, but good advice—advise is always better than bad advise—advice, no matter how easily it may be given. 17. We are in receipt of your advise—advice, for which please accept—except our thanks. 18. The access—excess of earth that had fallen against the door prevented our gaining access—excess to the cabin. 19. We would advice—advise you to have a large number of windows in your house, so as to give free access—excess to the air, for you can not have an access—excess of this vitalizing element, and I trust you will act on my advise—advice. 20. If you will take my advise—advice, you will not try to acquire an access—excess of wealth, for it does not always give you excess—access to the best society. 21. The advise—advice of a good man should be carefully treasured.

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ACCEPT, verb, to receive.

EXCEPT, verb, to omit, to reject, to refuse, to object. Conj., unless. Prep., but.

EXPECT, verb, to hope for.

## EXERCISE FOR DICTATION, 11.

1. I do not expect much, and am willing to accept whatever you think is right. 2. We can not expect favors except we grant favors to others. 3. They were all present except John. 4. We accept that which is true, but except to that which is false. 5. We accept presents from our friends and never except anything that is given us in kindness. 6. We accept your statement in the main, but must except to aught in it that is not true. 7. I can not accept your apology except you promise not to repeat the offense, and I shall certainly expect you to accede to my request. 8. Please accept my thanks for your kind favors, which I accept with pleasure.

## EXERCISE FOR TRANSCRIPTION, 12.

1. We will your offer with thanks. 2. We you to pay the note promptly. 3. We can not go we are prepared. 4. We are pleased to your invitation. 5. They would not pay the bill the money was provided. 6. The lawyer ed to the evidence. 7. They all ed the presents one who ed to the manner of presentation. 8. We a remittance soon, and, therefore can not your terms we are obliged to. 9. We go to school every day Saturday and Sunday. 10. Everything is lost honor. 11. We to meet our note at maturity, but may have to ask you to a renewal. 12. If

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we your offer we shall you to stand by
us, something happens to prevent. 13. We
a stock of new goods soon, and will be glad
to visits from all old customers.

## SUPPLEMENTAL EXERCISE, 13.

1. We do not ask you to accept—except our offer except—accept you find it to your advantage. 2. I am pleased to accept—except your advice, which I confidently expect—except will be of great service to me. 3. We can not accept—except your proposition except—accept you so modify it so as to meet our requirements. 4. Every one has left accept—except me, and I expect—accept to go soon. 5. I except—accept your kind invitation, and expect—accept to attend, except—accept I am prevented from doing so. 6. We expect—except our new goods soon, for which we shall be glad to accept—expect your orders. 7. We neither ask nor accept—except—expect any favors, nor do we expect—accept you to except—accept any from us. 8. We must accept—except to your statement, as it is not correct. 9. We except—accept—expect, of course, that you will except—accept our proposition, and if there is anything in it to which you accept—except we trust you will advice—advise us at the earliest moment. 10. I fear that accept—except you expect—accept—except my advise—advice, you will not succeed in your undertaking. 11. As the doors were locked, we could not gain excess—access to the house, and so we acted on your advise—advice and accepted—excepted the situation with complaisance.

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ADAPT, verb, to fit, to accommodate.
ADOPT, verb, to accept as one's own, to make one's own.
ADEPT, noun, one skilled in anything.

## EXERCISE FOR DICTATION, 14.

1. We must adapt ourselves to circumstances. 2. We will adopt your suggestion, as we know you are an adept in these matters. 3. People who adapt themselves to their surroundings, and adopt prevailing methods generally succeed best. 4. He is well adapted to the position, as he is an adept in his profession. 5. They will adopt the child, and adapt it to their position in life. 6. We adopt those things to which we are best adapted.

## EXERCISE FOR CORRECTION, 15.

1. He is an in art, because he the methods of the best artists. 2. We ed ourselves to the conditions of the country, and ed their customs. 3. We will your plan, because we think it best ed to our circumstances. 4. They ed the child, as it seemed ed to their environments. 5. The ship was well ed to the coast trade, as the best methods had been ed in its construction. 6. They could not themselves to their condition, as they had ed ideas not in harmony with their neighbors. 7. He was an in his calling, because he ed himself to the methods which he had ed.

## SUPPLEMENTAL EXERCISE, 16.

1. I move we adopt—adapt the minutes of the meeting. 2. They adapted—adopted the child as their own. 3. We found him well adopted—adapted to the

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work, and an adept—adapt in his specialty. 4. We should adapt—adopt the best methods in whatever we undertake to do. 5. He could not adopt—adapt himself to circumstances. 6. He is certainly an adept—adapt as an artist. 7. One country frequently adopts—adapts the manners and customs of another. 8. It was difficult for him to adopt—adapt himself to the changed conditions. 9. If you wish to become an adapt—adept, you should adopt—adapt the standards of the best methods, and adapt—adept yourself to habits of study. 10. In order that one may become an adopt—adept in any business or calling it is necessary that he should adopt—adapt himself to the required methods that should be adopted—adapted in order to insure success. 11. If you adapt—adopt the suggestions of others, you may become an adept—adopt, in whatever calling you may adapt—adopt.

---

ALL, noun, everything, everybody; adj., every, entire, whole; adv., entirely.

(Note. When *all* is compounded with other words the final *l* is dropped, except in the word *all-spice.*)

ALTOGETHER, (one word) adv., in all, entirely.

ALL TOGETHER, (two words) Every one or everything in one place.

ALREADY, (one word) Adv., previously, up to the present time, now.

ALL READY, (two words) Every one or everything entirely ready or prepared.

ALMOST, Adv., (one word) nearly.

ALL MOST, (two words) Everything or everybody excessively.

ALWAYS, adv., (one word) continually, ever.

ALL WAYS, (two words) In all directions.

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ALL RIGHT, ALL ABOARD, ALL PREPARED, ALL OVER, and all similar phrases in which *all* means everything or every one, should always be spelled as TWO WORDS. ALL-WISE, ALL-POWERFUL, ALL-KNOWING, etc., are hyphened.

ALMIGHTY, (always one word) noun, the Creator; adj., omnipotent.

ALTHOUGH, (always one word) conj., notwithstanding.

## EXERCISE FOR DICTATION, 17.

1. It is always better to follow a straight direction than to wander about in all ways and devious paths. 2. We were all together in one room, although it was altogether too dark to distinguish one from the other. 3. When we were almost at the end of our journey, we were all most heartily glad to be so near home. 4. We had already made up our minds to go, and we were all ready for our departure. 5. Your statement is received and is all right. 6. When the captain said: "All aboard," we were all prepared to embark. 7. The accident happened so quickly that it was all over in a moment. 8. When the Almighty said: "Light!" there was light. 9. The almighty, all-wise and all-powerful Creator only is all-knowing. 10. It is altogether too early to expect any effect from the efforts already made, although we are all ready for the emergency, as we always have been, and we know that the work, so far, is all right. 11. We are all prepared, and all most heartily glad to go out in all ways to effect the desired result, as we are moving all together in the matter.

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## EXERCISE FOR TRANSCRIPTION, 18.

(Altogether—all together.) 1. You charge too much for the goods. 2. We were in the boat. 3. We were at the beach, but there was too much wind for sailing. 4. You are wrong in your surmises, as we were at that time.

(Already—all ready.) 1. We have paid the bill, and, in fact, we have been to pay it for some time. 2. We are aware of the fact that you are to go. 3. We have sent advices, and they are to ship the goods.

(Almost—all most.) 1. We earnestly desire a change, but we despair of getting it. 2. They had reached home when they were thoroughly drenched with the rain. 3. He had saved enough to pay the debt, and we are anxious that he should succeed.

(Always—all ways.) 1. The neighbors are glad to assist, and they went in in search of the lost child. 2. We should look in for that which is good. 3. We said that he would go in in pursuit of knowledge.

(All right, all aboard, Almighty, etc.) 1. Your statement of account is , and we have remitted for same. 2. The conductor said: " !" and the train went away. 3. Poor fellow; his sufferings are at last. 4. The ruler of the universe gives us the sunshine and the rain. 5. His intentions were , but his deeds were all wrong. 6. Your bill is with the exception of one item which was in last month's bill, which I have paid, and I am to pay the balance at any time.

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## SUPPLEMENTAL EXERCISE, 19.

1. All most—almost every one is almost—all most all ways—always glad to give assistance. 2. It is all together—altogether too soon to expect any definite effect from the experiment. 3. Your account is all right—alright, and we are already—all ready to pay it. 4. We have all most—almost finished the work, and we are almost—all most anxious to get it completed. 5. Your exercise appears to be alright—all right, but it is all ways—always better to revise your work. 6. It was an all day—all-day job, but we have all ready—already finished it, all though—although we did not expect to complete it so soon. 7. It is all together—altogether too early to start, and we can not go before we are altogether—all together in the boat, and already—all ready for our departure, and when the captain calls out: "Alaboard!"—"All aboard!" we will be off. 8. If you will take my advice—advise, you will see that everything is alright—all right before you leave your work. 9. We are all most—almost ready to go, and we would have been already—all ready if we had not been delayed.

---

AVOID, verb, to shun, to escape from.
EVADE, verb, to elude, to flee from.
(Note. These words are so nearly synonymous that great care must be taken in their use. *Avoid* means to escape from openly, as we avoid evils. *Evade* means to shun by deceit or device, as to evade the service of a writ.)
OBVIATE, verb, to prevent.

## EXERCISE FOR DICTATION, 20.

1. Let us avoid every appearance of evil. 2. They evaded their pursuers by taking a circuitous route. 3. We do not wish to evade any duty, but we do wish to

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avoid the performance of unnecessary work. 4. In order to obviate the necessity of keeping late hours, let us avoid bad company. 5. The prisoner evaded arrest for a long time. 6. We may obviate difficulties by avoiding temptation, and evading the machinations of the vicious.

## EXERCISE FOR TRANSCRIPTION, 21.

1. You should all bad habits, and never the performance of any duty or obligation. 2. You may the commission of errors by greater care and attention. 3. In order to the necessity of climbing over the mountains, we ed them altogether, and made a detour around them thus ing the perils of the ascent. 4. We naturally everything that is unpleasant; we try to the bearing of needless burdens, and we the imposition of unjust and oppressive measures.

## SUPPLEMENTAL EXERCISE, 22.

1. You should avoid—evade even the appearance of evil. 2. Do not try to avoid—evade the performance of every duty. 3. If you take my advice it will obviate —avoid the necessity of doing extra work. 4. The fleeing troops could not avoid—evade capture by the pursuing army. 5. You can not avoid—evade punishment if you are convicted of crime. 6. You can not obviate—avoid the consequence of evil deeds.

---

ARK, noun, boat built by Noah.
ARC, noun, part of a circle, electric light.
ARCTIC, adj., pertaining to the arctic circle or polar regions; cold.
ARCH, noun, structure with curved top; adj., chief.

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ARCHER, noun, one who uses bows and arrows.

ARCHAIC, adj., ancient.

ARCHED, adj., curved.

## EXERCISE FOR DICTATION, 23.

1. Noah and his family were saved in the ark. 2. He drew an arc with a pencil. 3. Many people prefer arc lights to gas. 4. There was only a single arch under the bridge. 5. Some of the archaic remains that have been discovered indicate a high degree of prehistoric intelligence. 6. The arctic circles are in the vicinity of the poles. 7. Some people wear arctic shoes in winter, like those worn in arctic regions. 8. All ancient warriors were skilled archers. 9. Arc lights are not as brilliant as incandescent lights. 10. Human freedom is the ark of our political safety. 11. An arch-duke is the same as a grand duke. 12. The Rialto in Venice is an arched bridge.

## EXERCISE FOR TRANSCRIPTION, 24.

1. The of Titus stands in the ancient city of Rome. 2. There is a triumphal in the city of Paris, France. 3. A true is part of a circle. 4. There are not many in any country now, as those old weapons are now considered , and of little service. 5. There are a great many curiosities in the British Museum in London, that were discovered in ancient ruins. 6. The Ocean is in or near the circle. 7. The of the Covenant was made in commemoration of the original built by Noah. 8. You can describe a true with a pair of dividers. 9. Cataline was the conspirator of the Romans. 10. An -bishop is one of the highest dignataries of the church.

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AMATEUR, noun, a lover of music, arts, etc. Not a professional.

ARMATURE, noun, armament, connection of poles in electrical machines.

AMENITY, noun, friendliness, affability, congeniality.

IMMUNITY, noun, freedom from obligation; security.

## EXERCISE FOR DICTATION, 25.

1. An amateur is one who delights in arts, music, etc., for his own amusement. 2. There should be perfect armature in all electrical devices. 3. There should always be entire amenity in all social organizations. 4. We naturally expect immunity from the hardships endured by pioneers, after a country has developed and we are surrounded by the amenities of civilized hospitality. 5. A professional musician may be an amateur, but an amateur is not considered to be a professional. 6. There are certain amenities as well as immunities to which an amateur is justly entitled. 7. We were very much gratified by the amenities extended to us on our visit.

## EXERCISE FOR TRANSCRIPTION, 26.

1. We can not expect from punishment if we violate the laws. 2. The difficulty in the telegraph office was caused by an imperfect . 3. An electrical machine is of little utility without proper . 4. A person who has had certain contagious diseases enjoys a degree of from contracting them a second time. 5. The clergy enjoys which are not always granted to the laity. 6. We were greatly pleased with the shown us by

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the society of musical . 7. The poles of a battery are connected by the . 8. Although he was only an , he acquitted himself quite as well as a professional. 9. We enjoyed perfect from the cold during the winter at Santa Barbara. 10. An painter sometimes produces very remarkable pictures.

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ARRAIGN, verb, to indict, to bring to court for trial, to accuse.
ARRAIGNMENT, noun, act of arraigning.
ARRANGE, verb, to plan, to prepare, to set or put in order.
ARRANGEMENT, noun, plan, device, setting in order.

## EXERCISE FOR DICTATION, 27.

1. They will arrange to arraign the prisoner for trial tomorrow. 2. We can arrange matters satisfactorily, but can not arraign the man for trial before next week. 3. Your arrangement is satisfactory, but we regret that the arraignment can not take place sooner, and if you can not arrange to have the man arraigned earlier, your arrangement for his arraignment will be accepted.

## EXERCISE FOR CORRECTION, 28.

1. We will the prisoner tomorrow, if we can matters satisfactorily. 2. We would like to have you for the of the man as soon as possible, and if you can him tomorrow, we would like such an very much. 3. Try to to be at the court tomorrow morning, as the prisoner will be ed at an early hour. 4. The books are all ed in order. 5. He will be ed on the charge of forgery.

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ABEYANCE, noun, suspense, waiting, pendency.
OBEYANCE, noun, obedience, compliance.

## EXERCISE FOR DICTATION, 29.

1. In obeyance to your request, we will hold the matter in abeyance for the present. 2. We will ship the goods in obeyance to your request, but will hold the matter of terms in abeyance for further consideration. 3. In obeyance to usual custom, the judge held his decision in abeyance for the time being. (Note. The word *obeyance* is very seldom used, but the word *abeyance* is frequently misspelled.)

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ASCENT, noun, climbing, or going up.
ASSENT, noun, consent, agreement, permission.
Verb, to consent.
ACCEDE, verb, to yield, to acquiesce.
EXCEED, verb, to go beyond.

## EXERCISE FOR DICTATION, 30.

1. I will accede to your request, provided your requirements do not exceed my ability to perform the work. 2. He assented, and acceded to my proposition to make the ascent of the mountain, with an alacrity that exceeded my expectations. 3. We should be glad to accede to the requests of others when they do not exceed a reasonable limit. 4. I gave my assent to his offer to take me with him in the balloon, and we made the ascent together. 5. I will accept your offer, and assent to the proposition to give you sixty days' time on the goods, provided you accede to our request for a note, as the time exceeds our usual limit. 6. Having

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obtained the assent of our parents, we made the ascent of the mountain together, and did not exceed the instructions given.

## EXERCISE FOR TRANSCRIPTION, 31.

1. I obtained his to my proposition, which did not a reasonable demand. 2. We made the of Mount Washington by rail. 3. No man whose expenses his income can gain wealth. 4. I will be glad to to your wishes, if they do not anything reasonable. 5. When we saw the of the smoke from the building, we knew that it was on fire. 6. There is a gradual in the road from the town to the river, but it does not an easy grade. 7. If we can gain his to furnish the money, we will to the proposition to embark in the business, the profits from which will the amount of interest on the investment.

## SUPPLEMENTAL EXERCISE, 32.

1. The government would not accede—exceed to his demands. 2. We could not obtain the assent—ascent of the authorities. 3. We made the assent—ascent of the mountain with a guide. 4. We will endeavor to make the assent—ascent of the elevation, if you will ascent—assent to our request provided the distance does not accede—exceed the limits of our endurance. 5. We will gladly accede—exceed to anything you ask, if it does not accede—exceed our ability to grant your request. 6. If we should give our assent—ascent, we do not think it would produce any effect on the minds of the parties, or induce them to accede—exceed to your wishes. 7. We hope you will exceed—accede to our wishes, as they do not accede—exceed the limits you propose. 8. If you will give your assent

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—ascent, and accede—exceed to our proposition, it will make the gradual assent—ascent in the scale of prices more easy.

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APPRISE, verb, to inform, to acquaint.
APPRAISE, verb, to value, to set a price.
ASSISTANT, noun one who assists. ASSISTANTS, pl. of assistant. Persons who assist.
ASSISTANCE, noun, aid, help, relief.
ACCOMPLISHMENT, noun, something gained, procured or obtained.
ACCOMPLISHMENTS, noun, pl., polite education, dancing, singing, etc.

## EXERCISE FOR DICTATION, 33.

1. If we can succeed in the accomplishment of our designs, we will open our new store next spring. 2. A person may have all the accomplishments to fit him for polite society, and yet be lacking in the accomplishment of a plain, business education. 3. You said you would apprise us of the time when you would be ready to appraise the property for the assessors. 4. You can succeed in the accomplishment of your purposes by perseverance. 5. We have two assistants who are of great assistance to us. 6. My clerk is of great assistance to me, and is one of my best assistants.

## EXERCISE FOR TRANSCRIPTION, 34.

1. It is proper that every young person should have all those that add a grace to one's appearance in the social world. 2. We desire to you that we have been able to effect the of our intention to buy and improve the property which we now at twice what it cost us originally. 3. By the

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and perfecting of our aims we are now able to acquire the necessary to fit us for our new position. 4. Our render us valuable by their untiring work. 5. We are now pleased to you that we are ready to the property at any time you desire. 6. I will be greatly obliged for your and have you act as one of our .

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ALLUDE, verb, to refer. Allusive, adj., referring. Allusion, noun, reference.

ELUDE, verb, to escape, to evade. Elusive, adj., escaping. Elusion, noun, act of escaping.

ILLUDE, verb, to deceive. Illusive, adj., deceptive. Illusion, noun, deceitful appearance.

## EXERCISE FOR DICTATION, 35.

1. We allude to the story of the man who made an allusion to the incident, and used it in an allusive manner when referring to the occurrence. 2. The exhibition of legerdemain was so illusive in its appearance and the quick motions so effectually illuded our keenest vision as to form a perfect illusion. 3. The prisoner eluded the watchfulness of his keeper, and made his escape by an act of elusion that was both illusive and elusive.

## EXERCISE FOR TRANSCRIPTION, 36.

1. An was made to the character of the mirage, and the perfect caused by the peculiar condition of the atmosphere. 2. Whether the man can continue to our vigilance, and succeed in the remains to be seen. 3. We may sometimes others by wrong and statements, but we can not the penalty for making these .

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BESIDE, prep., near, along side of.
BESIDES, prep., in addition to. Adv., moreover.

## EXERCISE FOR DICTATION, 37.

1. Besides the property already described, there is a small shop beside the road, and there is a large house on the premises, besides other buildings. 2. There is also a steam mill beside the brook, and considerable other property besides. 3. Besides the books already ordered, send one dozen "Homonyms," which pack in box beside the books.

## EXERCISE FOR TRANSCRIPTION, 38.

1. We have a stock of new goods on the way the large stock we have on hand. 2. He was almost himself with joy. There is a large tree standing the stream. 3. Your teacher may give you other exercises those in the book. 4. The house stands the road. the things you learn from books, there is much that you will learn after you leave school, such as the methods of doing business, the manners and customs of life, and many other things

## SUPPLEMENTAL EXERCISE, 39.

1. Please send us ten pieces sheeting besides—beside the other goods ordered. 2. We are building a new warehouse which will stand beside—besides the old one. 3. What other articles have you beside—besides those you have mentioned? 4. Please stand besides—beside me a moment. 5. There are two carloads beside—besides those already sent. 6. The old house still stands beside—besides the river. 7. Beside—besides the mercantile business which he carries on, he is also engaged as an insurance agent.

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BALE, noun, a bundle. verb, to make into a bundle.
BAIL, a handle; security for a prisoner. Verb, to give security; to ladle out water.

## EXERCISE FOR DICTATION, 40.

1. The cotton was baled early in the season, and every bale brought a good price. 2. The bail of the pail was broken in bailing out the boat. 3. We went to court to bail out the man who was arrested for assault, the bail having been fixed at $50. 4. We will bale the goods before shipping them, but will not give bail for their safe arrival.

## EXERCISE FOR TRANSCRIPTION, 41.

1. The pail has a strong , but we can not put it in the with the other goods. 2. The prisoner secured for his appearance. 3. We had to out the boat before we could cross the river to the goods. 4. There were one hundred of cotton, besides the fifty of hay in the shipment. 5. We will ship the ten of cotton to-day. 6. There was a strong in the old oaken bucket. 7. I will furnish for the prisoner. 8. We will the goods securely.

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BREAK, verb, to rupture, to fracture. Noun, a fracture,
BRAKE, noun, a species of fern, an attachment to check motion of wheel.
BREAD, noun, baked cereal food.
BRED, p. part. of breed; brought up, trained.
BRUTE, noun, an animal, a vile person.
BRUIT, verb, to proclaim, to tell publicly.

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## EXERCISE FOR DICTATION, 42.

1. You should not break a promise. 2. There is a brake on every automobile. We can not live by bread alone. 3. A well-bred man is a gentleman. 4. It is the faculty of intelligence that constitutes the difference between the man and the brute. 5. It was expected that the populace would bruit the story of their wrongs from the very housetops. 6. If you are careless you will break many things. 7. There was a brake growing on the bank of the river. 8. We hope you will not bruit the rumor about town before it is confirmed. 9. A dog is only a brute, but it sometimes has the intelligence of a man. 10. The cars are equipped with automatic brakes. 11. There was a break in the line which destroyed the sense.

## EXERCISE FOR TRANSCRIPTION. 43.

1. We sometimes call the staff of life. 2. Much depends on how an animal, as well as a man is . 3. The bicycle is equipped with an automatic . 4. You should be careful not to anything, and certainly not your engagements. 5. A is a coarse kind of fern that grows usually on the banks of streams. 6. Some wagons are furnished with to hold the wheels from slipping. 7. Bakers sell both wheat and rye . 8. An ill- person may false stories to his fellows, but no one but a would run over a child without putting the on his bicycle or automobile to prevent the accident. 9. There was a in the water main which flooded the street.

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BURROW, verb, to make a hole underground. Noun, a subterranean hole or passage for small animals.
BOROUGH, noun, a town or city.
BURRO, noun, a mountain mule.

## EXERCISE FOR DICTATION, 44.

1. The word borough, or burg, is seldom used in this country now, but burg is frequently used as a suffix to the names of some towns or cities. 2. Brooklyn and the other adjacent cities and suburban districts that were annexed to New York, are called boroughs. 3. Squirrels, rabbits, and other small animals burrow in the ground. 4. Some of these animals stay in their burrows during the winter. 5. Burros are used for carrying merchandise and heavy burdens in the Rocky mountains.

## EXERCISE FOR TRANSCRIPTION, 45.

1. Some of the in Greater New York do not have a very large population. 2. The city of London used to be called the of London. 3. We found the a very useful animal in climbing the steep and rocky mountains. 4. Prairie dogs in the ground out on the plains. 5. Every city or has its own municipal government. 6. I have seen as many as twenty in a herd carrying packs up the mountain slopes. 7. The mole likes to in the ground, but the is a great mountain climber, and is never seen in any of our eastern .

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BARE, adj., unclothed, plain, uncovered.
BEAR, verb, to carry, to support, to tolerate. Noun, an animal.
BOLDER, adj., more bold.

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BOULDER, noun, a large round-shaped stone.
BARON, adj. or noun, a title.
BARREN, unproductive.
BEAT, verb, to strike, to whip, to overcome.
BEET, noun, a vegetable.

## EXERCISE FOR DICTATION, 46.

1. In some places the ground was almost bare, and the ice was so thin it would hardly bear our weight. 2. We fancied we saw the tracks of a bear in the snow, and we were quite sure the animal was concealed behind a large boulder near the road. 3. The baron said that if the bear had been bolder he might have attacked us, and we beat our horses into a canter in order to escape from the beast. 4. The soil seemed to be barren, but it was thought it might produce a fair crop of turnips or beets.

## EXERCISE FOR TRANSCRIPTION, 47.

1. He had no shoes, and went about in his feet. 2. His sorrows were so great he could hardly them. 3. He was rather timid at first, but grew in time. 4. One of the stones was so large and round that it was clearly a . 5. In France the title of is next below that of count, while in England the are the lowest titled nobility in the house of Lords. 7. The Rocky Mountains are so that nothing grows there but sage brush.

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BORNE, participle of bear, carried, sustained, suffered, paid.
BORN, participle of bear, brought into existence, created.
BOURNE, noun, boundary, end, limit, extent.

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## EXERCISE FOR DICTATION, 48.

1. The expenses of the trip will be borne by the firm. 2. Shakespeare was born in 1564, Washington was born in 1732, and Wellington was born in 1769. 3. Some men are born great and others achieve greatness. 4. There is no bourne to the extent of human intelligence. 5. The sorrows of many a poor man who was born to affluence, are borne in silence. 6. Some men should place a bourne upon their restless ambition. 7. Not all the burdens of life are borne uncomplainingly. 8. If one is born wealthy his troubles are few, and easily borne.

## EXERCISE FOR TRANSCRIPTION, 49.

1. Christopher Columbus was in Genoa, Italy. 2. The trials of pioneers are with great fortitude. 3. Shakespeare speaks of "that from which no traveler returns." 4. There are more foreigners than native citizens in some localities. 5. All the expenses and losses of a firm must be by the partners equally. 6. After we are there are many sorrows and troubles that must be before we reach that where our troubles end.

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CONFORM, verb, to agree, to resemble, to make like or according to form.

CONFIRM, verb, to verify, to establish, to corroborate.

## EXERCISE FOR DICTATION, 50.

1. It is necessary that you should conform to the rules in all cases, as we have told you before, and which statement we now confirm. 2. Latest advices confirm the rumor. 3. We conform to the customs of the country in which we live. 4. We telegraphed you

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to ship the goods at once, which we now confirm. 5. We will conform to your wishes as far as possible. 6. Although they did not conform to precedent, they confirmed the previous action of the society.

## EXERCISE FOR TRANSCRIPTION, 51.

1. We will to your suggestions, and will gladly your action in the matter. 2. The early rumor was ed by subsequent report. 3. Savages seldom to the customs of civilized people. 4. The treaty was duly ed by both nations. 5. We will be glad to to your desires, and cheerfully our previous statement to that effect. 6. We can not to the terms you propose, as we must our agreement with the other parties.

## SUPPLEMENTAL EXERCISE, 52.

1. We can not conform—confirm to the methods that we do not desire to adopt. 2. I desire to confirm—conform my former statement, that I wish to conform—confirm to the usages heretofore prevailing. 3. The report of the action of the French Government was duly conformed—confirmed by official dispatches. 4. If we do not confirm—conform to the laws of the country, we can not confirm—conform our reputation for good citizenship. 5. The fact that the parties refused to confirm—conform to the rules and regulations, confirms—conforms our previous conception of their character.

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CAPITAL, noun. The city in which the legislature meets; investment in business. Adj., excellent, chief, good.

CAPITOL, noun, the building in which the legislature meets.

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## EXERCISE FOR DICTATION. 53.

1. When we visited Albany, the capital of the state of New York, we thought it would be a capital idea to visit the capitol in that city—that famous building that cost so much money. 2. No man can carry on business successfully without ample capital. 3. Every state has one city in which the legislature meets, which is called its capital, and the building in which the legislative body convenes in that city, is called the capitol. 4. Many efforts have been made to abolish capital punishment, but without success.

## EXERCISE FOR TRANSCRIPTION, 54.

1. It is a  thing to know how to write letters correctly. 2. The house or building in which the legislature meets is called the  , but the city in which the  is located, is called the  . 3. The  of a state is not always its largest city, but the  , or state house, as it is sometimes called, is usually quite an imposing edifice. 4. A  joke will never give a man  to carry on business. 5. It is a  plan to have your  invested where it will bring best returns.

## SUPPLEMENTAL EXERCISE, 55.

1. We need more capital—capitol in our business. 2. Sacramento is the capitol—capital of California, and there is a fine view from the capital—capitol in that city. 3. It is a capital—capitol plan to invest only in safe enterprises. 4. The capital—capitol in the city of Albany is a splendid edifice. 5. It is not safe to do business on borrowed capitol—capital. 6. There is an immense amount of capital—capitol invested in manufacturing business. 7. A capitol—capital effect —affect was produced in the capitol—capital grounds

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in the city of Washington by the arrangement of the plants and shrubbery.

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CONFIDENT, adj., sure, positive, having faith.
CONFIDENCE, noun, trust, faith, belief.
CONFIDANT, noun, a close friend.
CONFIDANTS, noun, plural of confidant, persons in whom we place confidence.
CONFIDENTLY, adv., implicitly, with confidence.
CONFIDENTIALLY, adv., privately, with confidence in others.

## EXERCISE FOR DICTATION, 56.

1. We have every confidence that the plan will succeed, and we are all the more confident since a confidant has imparted to us, confidentially, the facts in the case. 2. Confidence has been very much shaken since the report to the effect that work has been suspended in the mines, and this report has been confirmed by recent advices from special confidants of the operators. 3. Kings do not always place confidence in their confidants. 4. Confidants in whom we have confidence are true friends.

## EXERCISE FOR TRANSCRIPTION, 57.

1. Mr. Smith told us that he expected to receive the nomination, but Mr. Williams tells us, also in that he expects to be elected. 2. We are not so in the success of the enterprise as we were before a special of the president of the Company told us of their recent losses. 3. The reason why kings do not always put in their is because are not always worthy of .

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## SUPPLEMENTAL EXERCISE, 58.

1. We have confidence—confidants in the banks, and are confident—confidant that they will pay depositors in full. 2. Many persons seem to have confidants—confidence, to whom they confidentially—confidently impart their private affairs. 3. If we had no friendly confidence—confidants in whose confidants—confidence we could rely, we could not expect to share their confidants—confidence. 4. A confident—confidant who confidentially—confidently believes that the confidants—confidence placed in him is shared by other confidence—confidants, no doubt feels confidently—confidentially certain that this sort of confidence—confidants is not strictly confidential.

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COUNSEL, noun, advice, adviser, a lawyer. Verb, to advise.
COUNSELOR, noun, an adviser, a lawyer.
COUNCIL, noun, an assemblage, a meeting.
COUNCILOR, a councilman, a member of a council.
CONSUL, noun, a foreign minister. A former Roman or French governor or ruler. Consular, adj., pertaining to a consul. Consulate, noun, office or position of a consul.
CONSOLS, noun, English government funds, stocks or bonds.

## EXERCISE FOR DICTATION, 59.

1. Having invested extensively in British consols, and having become involved in monetary matters, I found it necessary to engage counsel to defend myself against the suits brought against me by creditors. 2. I called on Counsellor Smith, and he counseled me to

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consult the English Consul in this city, and, if necessary, to bring the matter before the Common Council, after counseling with the principal councilors who attend the meeting of the councilmen, who should investigate the matter and give such counsel to the members of the council as they might deem proper. 3. Mr. Edwards has been in consular service in the consulate at Birmingham, for several years. 4. The Romans had two consuls, and the French three. 5. A consular invoice is required at the custom-house for goods from some countries.

## EXERCISE FOR TRANSCRIPTION, 60.

1. Mr. Smith is for Mr. Jones in the case of Jones vs Wilson, which is to be tried in the room where the Common meets, as the court room is being repaired. 2. Gen. W. W. Henry is the present American at Quebec, and it is said that he has invested largely in British . 3. I you to listen to the advice of friends, and if you attend the meeting of the this afternoon, I trust you will not oppose the appointment of Mr. Edwards as to Liverpool, as it is understood that he is a holder of a large amount of English , which gives him an interest in the affairs of that country. 4. Mr. Smith is an attorney and at law, and is for Mr. Perkins in his lawsuit. 5. The leaders met in , and ed together as to the course they should take. 6. The present American at Geneva has been in service at that for several years. 7. We have sent a invoice to the custom house with the goods for entry.

## SUPPLEMENTAL EXERCISE, 61.

1. The counsel—council of the wise is better than the council—counsel of the ignorant and foolish. 2. I

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counsel—council you to beware the councils—counsels of vicious men. 3. Mr. Phillips, the well-known counselor-councilor, is council—counsel in the case now being tried in the county court. 4. The people met in council—counsel, to deliberate on what they should do. 5. The members of the common counsel—council are called councilors—counselors. 6. The price of consuls—consols varies with the supply and demand. 7. We send consuls—consols abroad to represent our government in almost every foreign capitol—capital. 8. When a lawyer is employed in a case he is called the counsel—council in that case, but when we speak of his profession, we call him a counselor—councilor. 9. A counselor—consular invoice is a bill of goods that is certified as correct by a consul—council at his consulate—counselor in a foreign country.

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CANVAS, noun, coarse cloth, Adj., made of coarse cloth.

CANVASS, verb, to solicit, to visit for purposes of trade or investigation. Noun, soliciting, visiting, etc.

COURSE, noun, direction, a term at school; verb, to move along. "Of course," certainly, obviously.

COARSE, adj., rough, of large fiber, unrefined, not fine.

## EXERCISE FOR DICTATION, 62.

1. The Arabs live in canvas tents. 2. Agents canvass the country to sell books and other wares. 3. Some shoes are made of canvas for summer wear. 4. A canvass of voters is sometimes made before election, to ascertain how they will vote. 5. Coarse goods are not liked as well as the finer kinds. 6. I advise

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you to take the shortest course. 7. The ship coursed along the coast for some distance. 8. Coarse persons are not liked in good society. 9. We are at a loss to know what course to take. 10. Of course, we do not want the coarse goods, as we are not looking for canvas, although we are engaged in a canvass for subscriptions.

## EXERCISE FOR TRANSCRIPTION, 63.

1. We ed the entire country to sell the goods, and sometimes had to camp out under tents. 2. We wore shoes for greater comfort. 3. We were sometimes at a loss to know what to take, and one coarse person, whom we asked, advised us to take a at school. 4. We soon got our , however, and continued our for the sale of the goods as before.

## SUPPLEMENTARY EXERCISE, 64.

1. We shall begin an active canvas—canvass for the sale of the book. 2. We have already canvassed—canvased the territory. 3. The exhibition was given under a large canvas—canvass tent. 4. Canvas—canvass shoes are more comfortable than leather, but, of course—coarse, the course—coarse canvas—canvass is not so desirable as fine for this purpose. 5. A picture painted on course—coarse canvas—canvass does not seem to have the same effect—affect as when it is painted on fine canvass—canvas.

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CALENDER, noun, a press to make anything smooth, as paper, etc.
CALENDERED, adj., made smooth and glossy.
CALENDAR, noun, an almanac; a list with dates, as of cases for trial at court.
COLANDER, a tin sieve.

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## EXERCISE FOR DICTATION, 65.

1. Paper acquires its smooth surface by being run through a calender, and is then called calendered paper. 2. Super-calendered paper is better than mill finish. 3. The lunar month is shorter than the calendar month. 4. The calendar of a court is sometimes called a docket. 5. Many things are strained through a colander to remove coarse lumps. 6. Calendered paper is used for books, and not for writing. 7. A calendar contains the moon's changes.

## EXERCISE FOR TRANSCRIPTION, 66.

1. In order to get the date of the month we consult a . 2. Printers sometimes strain paste through a to make ready for printing books on ed paper, which has been made smooth by running it through a . 3. A is a useful thing for straining semi-liquids. 4. All glossy book paper is made smooth by running it through a , and it is then called ed paper. 5. Some , showing the day of the month, are printed on ed paper. 6. The case is on the of the court, and will be tried during the present term.

## SUPPLEMENTARY EXERCISE, 67.

1. We can tell the day of the month by the calendar—calender. 2. The best books are printed on calendared—calendered paper. 3. The case has been entered on the calender—calendar of the court. 4. The currant—current preserves were strained through the colander—calender. 5. The calendar—calender in the paper mill was broken. 6. We find by the calender—calendar, that there are but two eclipses of the moon this year. 7. A new calendar—calender has been put into the paper mill.

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CORRESPONDENT, noun, a writer of letters or articles for the press. Correspondents, noun, plural of correspondent.

CORRESPONDENCE, noun, letters; communications; the act of writing letters or matter for the press.

## EXERCISE FOR DICTATION, 68.

1. Our correspondence is very large, and we now have correspondents in several countries in Europe as well as in America. 2. We learn from our correspondents in London, that the market is weak. 3. We are in correspondence with parties in Havana. 4. Recent advices from correspondents in London indicate a depressed market in cotton. 5. Some people are very lax in their correspondence, while others are more prompt in replying to their correspondents.

## EXERCISE FOR TRANSCRIPTION, 69.

1. We have several in Europe, so that the bulk of our is now very large. 2. We were at one time, and kept up our for quite a while. 3. If you have you should reply to their letters promptly, and never neglect your for other trivial matters. 4. It is to be regretted that some are not always truthful. 5. Some of our have written recently, and requested that we include in our future any changes in the market. 6. The between foreign countries has largely increased since the reduction of postage, and the number of has increased proportionately. 7. Many discontinue their after a while.

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## SUPPLEMENTAL EXERCISE, 70.

1. We have been in correspondence—correspondents with parties in Europe, who report a better outlook for trade. 2. Some of our correspondents—correspondence write us discouragingly. 3. One of the correspondence—correspondents of the London Times gives a graphic account of the recent eruption of Mount Vesuvius. 4. A large amount of correspondents—correspondence between the parties has been submitted in evidence at the trial. 5. One of our correspondence—correspondents in Paris cables us that there is a growing demand for American securities. 6. Our correspondents—correspondence in the south write us that the cotton crop is almost a failure. 7. We are no longer in correspondents—correspondence with our former South American correspondence—correspondents, as they discontinued their correspondents—correspondence some time ago.

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CLOSE, (pron. *cloce,*) adj., near, narrow, small.
CLOSE, (pron. *cloze,*) verb, to shut up, to complete, to contract.
CLOSE, (pron. *cloze,*) noun, end or near the end.
CLOTHS, noun, pl. of cloth, woven fabrics.
CLOTHE, verb, to cover with garments.
CLOTHES, noun, (pron. *cloze,*) garments, wearing apparel.

## EXERCISE FOR DICTATION, 71.

1. If you do not close the door and wear warm clothes, you can not keep warm. 2. The clothes were made from the most expensive cloths. 3. We have an extensive assortment of cloths from which we can make your clothes. 4. We can make your clothes to

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order at very close figures, and would like to close a deal with you for same. 5. You can clothe yourself at small cost, if you do not buy too expensive clothes. 6. It is now so close to the close of the winter that we must buy our summer clothes.

## EXERCISE FOR TRANSCRIPTION, 72.

1. You should keep a watch on whatever is done. 2. You will find the sentence at the of the chapter. 3. We use the best imported in making all our . 4. We would like to a contract with you to supply you with all your . 5. It is not always the that make the man. 6. I live by the tailor who makes my and I always up my account with him at the of the year. 7. He stood so to the passing wagon that the mud was thrown all over his . 8. The porter will the gate at the of the day.

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CESSATION, noun, ceasing, stopping.
SECESSION, noun, going out, withdrawing, departing.
CESSION, noun, yielding, giving up.
SESSION, noun, a sitting, as of a meeting.

## EXERCISE FOR DICTATION, 73.

1. After the secession of the South, the war of the rebellion continued without cessation for several years. 2. When we assume a responsibility, there should be no secession from the path of duty but the work must continue faithfully without cessation. 3. Notwithstanding the secession of the Southern states, there was no cession of the principles of self-government on the

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part of the North, and there was no cessation of hostility to disunionism at every session of congress.

## EXERCISE FOR TRANSCRIPTION, 74.

1. There will be a of the meeting to-night, when there will be a lecture on the of the South. 2. There should be no of our principles nor yielding of our loyalty. 3. The work will be continued without until the close of the of the order. 4. We were opposed to the of the Southern states from the first, and there was no of the spirit of unity, nor of opposition to the proposed of the South at every of congress.

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CURRENT, adj., running, flowing, passing, circulating. Noun, a moving stream, draught of air or course of electricity, etc.
CURRANT, noun, a small fruit.
CELLAR, noun, excavation under a house.
SELLER, noun, one who sells.
CARAT, noun, measure of fineness of gold and gems.
CARET, noun, mark, ( ∧ ) to indicate omissions.
CARROT, noun, a vegetable.

## EXERCISE FOR DICTATION, 75.

1. A currant bush was seen floating down the current of the stream. 2. The gulf stream is only the current of the Amazon river. 3. There is a current report that the currency of the country is to be changed. 4. We send you your account current for the month. 5. The paper contains the current news

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and items of the day. 6. The currant is an acid fruit. 7. There is a good cellar under the house. 8. The fruit seller has a stand on the corner. 9. Pure gold is twenty-four carats fine. 10. Insert the caret where the letter was omitted. 11. There is a bed of carrots in the garden. 12. Current money is that which is in general circulation.

## EXERCISE FOR TRANSCRIPTION, 76.

1. We make preserves and jelly for table use. 2. The bank will give you funds for the check. 3. The current in the St. Lawrence river is very swift. 4. There is a report that the bank can not provide funds to pay its depositors. 5. The seller of goods is generally called a salesman or saleswoman. 6. Gold with one-fourth alloy is eighteen fine. 7. A is used to mark the place where a word or letter has been left out. 8. make good feed for cattle, and they are sometimes used in soups. 9. The under the house is very damp.

## SUPPLEMENTAL EXERCISE, 77.

1. There is a current—currant report that currants—currents are the cheapest fruit in the market. 2. There is a very swift current—currant in the stream below the mill. 3. They say that a good buyer is better than a good seller—cellar of goods. 4. There is a good cellar—seller under the house, and a currant—current of air passes through the doorway. 5. He has a large crop of currents—currants in the garden. 6. You should use a caret-carat to indicate the place where a word or letter is omitted. 7. The ring was eighteen carrots—carats—carets fine. 8. The gardener had a fine bed of carets—carats—carrots in his garden.

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COMPLIMENT, noun, merited praise, commendation, not flattery. Verb, to praise.

COMPLEMENT, noun, full amount, entirety, completement.

CEREAL, noun, grain, or food made of grain.

SERIAL, noun, one of a series, a magazine or continued story. Adj., following in regular order.

## EXERCISE FOR DICTATION, 76.

1. I considered it a compliment when I was commended for having secured the complement of members for the club. 2. We now have a full complement of goods for the winter season, and will consider it a compliment to have you call to see them. 3. In one of our popular serial magazines there is an article on the cereals of America, with special reference to our own indigenous cereal, Indian corn. 4. One of the English serials, in speaking of the commercial value of cereals in general, mentions the enormous wheat crop of this country.

## EXERCISE FOR TRANSCRIPTION, 77.

1. The editor of the in question says that the mentioned in the magazine is a valuable and healthful food. 2. I wish to you on having secured the desired of men for your company. 3. The for his good conduct was well merited, and he certainly possesses a of intelligence. 4. Barley is a that is not cultivated to any great extent in this country, although it is mentioned in one of the , as a most important in some countries.

## SUPPLEMENTAL EXERCISE, 78.

1. He received a well-deserved compliment—complement. 2. The new goods will make up the full complement—compliment of our stock. 3. We compli-

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ment—complement you on your success. 4. There are more cereals—serials grown in the western than in the eastern states. 5. There is a serial—cereal story running through the magazine. 6. Some serials—cereals are used for breakfast foods.

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CEIL, verb, to make or affix a ceiling; ceiled, p. part., lined with boards.
CEILING, noun, top or sides of a room. Adj., used for ceilings.
SEAL, verb, to attach a seal; noun, a stamp; Sealed, part., affixed.
SEALING, part. or adj., affixing a seal; used for sealing.
CONDITION, noun, state, order, stipulation.
CONDITIONS, noun, terms.

## EXERCISE FOR DICTATION, 79.

1. In the court room, the ceiling of which was decorated with scales of justice, sat the judge examining the conditions in the documents, which had been made legal by sealing. 2. Sealing wax is not used so much now as it was formerly. 3. The ceiling of the room was beautifully frescoed. 4. We can offer you the goods on the following conditions. 5. The house was in such bad condition that we would not take it under any conditions.

## EXERCISE FOR TRANSCRIPTION, 80.

1. We can sell the goods on the following . 2. The horse is in good , and I will sell him on easy . 3. We will buy the property on the following . 4. The of the room fell with a great crash. 5. The wall was up with pine boards. 6. The contract was completed by the of the document. 7. We sell wax for letters, and paper for the of rooms.

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CANNON, noun, a large gun.
CANON, noun, ecclesiastical law or rule.
CASUALTY, noun, an accident, a chance occurrence.
CAUSALITY, noun, first, or underlying cause.

## EXERCISE FOR DICTATION, 81.

1. Cannon to right of them, cannon to left of them, volleyed and thundered. 2. There is a canon of scripture that forbids usury. 3. Slavery was undoubtedly the original causality that led up to the civil war. 4. By a strange casualty the cannon burst when the salute was being fired. 5. Many of the canons of the church date back to an early period.

## EXERCISE FOR TRANSCRIPTION, 82.

1. The of the artillery poured forth a steady fire. 2. The clergy pay strict attention to the of the church. 3. A terrible followed the derailment of the cars. 4. The of the geological formations are not definitely known. 5. Through an unfortunate in jumping from a car, Mr. Smith broke his leg.

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COMPOSE, verb, to put together, to make up, to write music, to calm, to quiet. Composed, adj. or part., calm, quiet, made up, written.
COMPOSER, noun, one who composes, or writes music.
COMPOSURE, noun, calmness, quietness.
COMPOSITOR, noun, one who sets type.

## EXERCISE FOR DICTATION, 83.

1. If you will compose yourself and keep quiet you can hear the music of the great composer. 2. The man listened to the charge against him with great com-

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posure. 3. Can you not compose something for the occasion? 4. He composed both the words and music for the song. 5. He seemed to be calm and composed during the operation. 6. The compositor set all the type for the book. 7. Beethoven was a great composer. 8. The medicine is composed of several ingredients.

## EXERCISE FOR TRANSCRIPTION, 84.

1. One man generally the words, or writes the libretto for operas, while another man is the , or the music. 2. He went through the trying ordeal with great . 3. The machine is of several parts. 4. The gist of the entire long sentence, which is ed of a great number of unnecessary words, might easily be compressed into half the number. 5. All the in the printing office went out on strike. 6. Verdi was an eminent

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DIGRESSION, noun, departing from consideration of a subject, departure.
DISCRETION, noun, wisdom, understanding, judgment.
DISCUSSION, noun, debating, critical examination.

## EXERCISE FOR DICTATION, 85.

1. There was some discussion as to which direction we ought to take, but each was left to his own discretion as to the course he should pursue. 2. By a digression from the main road we lost our way, but after a short discussion, and by the exercise of a little discretion we found our path again without much difficulty. 3. In the course of the discussion one of the speakers was called to order on account of his digression from the subject.

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## EXERCISE FOR TRANSCRIPTION, 86.

1. When you have made up your mind what course to pursue, you should not be induced to make any from that course. 2. When some persons enter into a , they seem to lose their and become violent. 3. Any from the truth is always to be deprecated. 4. An honest of timely subjects often leads to a better understanding of the matter. 5. The best way to carry on a is to avoid any from the subject under consideration, and to maintain good and perfect self-possession at all times.

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DEFERENCE, noun, respect, regard.
DIFFERENCE, noun, dissimilarity, inequality, variance.
DESCENT, noun, going down, declivity.
DECENT, adj., respectful, proper.
DISSENT, verb, to disagree, to deny or refuse.
DISSENSION, noun, disagreement, quarrel.

## EXERCISE FOR DICTATION, 87.

1. With all deference to the statement made by the the author of the book, I beg to say that there is a decided difference between the descent from a high mountain and the descent from a tall house, and I must therefore beg to dissent from his assertion. 2. We generally dissent from statements made by those whose views are not in accord with our own, especially when we do not entertain any deference toward those who make the statement, even though their descent from some ancient family may entitle them to consideration. 3. We should have deference to the opinions of others, though we may dissent to their conclusions, and we should certainly have decent regard for our elders.

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## EXERCISE FOR TRANSCRIPTION, 88.

1. The  into the cavern was dangerous, and the  in the temperature made it all the more so. 2. We pay  to those who are older and wiser than we are, but we sometimes  from their peculiar notions. 3. We should have a  regard for the opinions of others. 4. The  from the top of the mountain was as difficult as the ascent. 5. Soldiers must pay strict  to their superior officers.

## SUPPLEMENTAL EXERCISE, 89.

1. It makes little difference—deference to some people whether strict deference—difference is paid to them or not. 2. The difference—deference shown to our superiors is marked by the deference—difference in their rank or station. 3. The descent—decent from the housetop was made without difficulty. 4. Your behavior should always be characterized by a descent—decent regard to appearance. 5. You may dissent—descent from the opinions of others without any lack of difference—deference, where honest differences—deferences exist.

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DEVELOP, verb, to grow, to expand, to work out.

DEVELOPMENT, noun, expansion, increase, etc.

ENVELOP, verb, to wrap around, to cover or surround.

ENVELOPE, noun, a cover for protection, as of a letter.

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## EXERCISE FOR DICTATION, 90.

1. We saw the development of the fog as it began to envelop the ship, and it gradually shut out our view of the land. 2. We can develop our faculties by study. 3. It developed that the inscription on the envelope was so illegible that it could be read only with difficulty. 4. It was found impossible to develop the country as rapidly as they hoped, because they could not envelop it with a strong protecting force, and secure its development in that way.

## EXERCISE FOR TRANSCRIPTION, 91.

1. If you wish to your mind, you should take a course of study. 2. The business will into larger proportions in time. 3. You should the package in a strong wrapper. 4. After writing the letter, and putting it in an it is ready to be mailed. 5. Can you the photographs yourself? 6. Both mental and physical is necessary if you would all your faculties. 7. Under present conditions the country will rapidly. 8. We are trying, in every way to the business. 9. The letter failed to reach its destination because the was not correctly directed.

## SUPPLEMENTAL EXERCISE, 93.

1. You can develop—develope the mine easily if you have sufficient means for its development—developement. 2. The letter came in a sealed envelope—envelop. 3. The man who envelops—envelopes himself in a mantle of superstition is an unfortunate being. 4. He was told to envelop—envelope the parcel in a strong wrapper. 5. We will develop—develope the picture and send it to you in an envelop—envelope. [Note. There are no such words, or words spelled as "develope" or "developement," and "envelope" is the spelling of the noun, and "envelop" of the verb.]

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DESOLATE, adj., abandoned, wasted. Verb, to lay waste, despoil.
DESOLATION, noun, condition of waste or abandonment.
DISSOLUTE, adj., immoral, wanton, of bad character.
DISSOLUTION, noun, act of dissolving, separation, disintegration.
DEPRECIATION, noun, act of depreciation, decrease in value.
DEPRESSION, noun, act of depressing, dejection, sinking.

## EXERCISE FOR DICTATION, 93.

1. A man of dissolute character can never succeed in business. 2. The forest fires desolated the entire section, leaving a trail of desolation wherever it swept, and the whole country seemed to be desolate and forsaken. 3. After the dissolution of partnership, the business was discontinued. 4. Owing to the depreciation of the value of the property it could not be sold profitably. 5. There was a general feeling of depression through the entire country after the war. 6. San Francisco was in a state of desolation after the earthquake. 7. There was great depression among business houses in consequence of the depreciation of values generally.

## EXERCISE FOR TRANSCRIPTION, 94.

1. That entire part of the country was in a state of after the cyclone had passed over it. 2. No one wants to employ a person of habits. 3. Armies sometimes a country through which they march. 4. While there is a feeling of among business men, there is no special in the value of property. 5. A large part of the Rocky Mountains presents an appearance of waste.

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DESERT, verb, to leave, to forsake, to flee from.
DESERTS, noun, things deserved, reward, requital.
DESERT, noun, waste land, wilderness.
DESSERT, noun, pastry, last course at a dinner.

## EXERCISE FOR DICTATION, 95.

1. They wandered off into the desert and were lost. 2. They got their just deserts for what they had done. 3. The soldier who tried to desert was found in the desert. 4. We had plum pudding for our dessert today. 5. You should never desert your post. 6. Some people never have dessert at their meals. 7. The state of Utah was a desert till it was made fertile by irrigation. 8. The Arabs live in the desert. 9. One of the marines who tried to desert was caught and got his just deserts.

## EXERCISE FOR TRANSCRIPTION, 96.

1. The Savior fasted in the for forty days. 2. The sands in the of Arabia are sometimes very hot. 3. We prefer apple pie to mince pie for our . 4. People who are punished for their crimes get their just . 5. Some parts of the Rocky Mountains are nothing but a . 6. Soldiers frequently from the army. 7. After the dinner we had a of pastry, fruits and ice cream. 8. One of the party ate so much that he was ill, and then they said he had his just .

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DEVICE, noun, plan, scheme, method.
DEVISE, verb, to plan, to leave by will.
DEVIOUS, adj., varying, crooked, irregular.
DIME, noun, ten cents.
DIEM, noun, Latin word for day.
DISEASE, noun, sickness.
DECEASE, noun, death.

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## EXERCISE FOR DICTATION, 97.

1. A loom is an ingenious device for weaving cloth. 2. It was devised by a man of intelligence. 3. Devious paths are difficult to follow. 4. Five cigars per diem, at a dime each, will amount to $182.50 in a year. 5. An incurable disease generally terminates in the decease of the patient. 6. A device may be successful if it has been properly devised. 7. The deceased devised his property to his wife.

## EXERCISE FOR TRANSCRIPTION, 98.

1. The for spinning cotton by machinery was ed by a man of great ingenuity. 2. Our descent of the mountain was by a difficult and path. 3. The allowance per was forty cents, and if it had been a more, it would have been fifty cents. 4. After the man died, the doctors decided that his was caused by a the nature of which they did not understand. 5. If you will take my advice, you will some plan, or originate some that will enable you to improve your condition. 6. His entire property was ed by will to charity.

## SUPPLEMENTAL EXERCISE, 99.

1. The telegraph is a useful device—devise for transmitting intelligence. 2. A plan has been devised—deviced for increasing the currency. 3. The property was devised—deviced to the oldest son. 4. He followed a devious—devise route in reaching the city. 5. He paid a dime per diem—diam for the privilege. 6. Most of the men were employed per dime—diem. 7. It is said that consumption was the decease—disease that caused his decease—disease. 8. If you can device—devise a better method, we will be glad to use the devise—device as soon as you have it perfected.

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DIVERS, adj., some, several, various.
DIVERS, noun, plural of "diver." Persons who dive.
DIVERSE, adj., different, varying.
DIVERGENT, adj., branching off, differing.

## EXERCISE FOR DICTATION, 100.

1. Divers people, at one time, supposed the earth was flat, and when the Copernican system was promulgated, they had diverse and divergent views upon the subject. 2. The divers who went down to examine the battle ship Maine, that was sunk in the harbor of Havana, found divers evidences of foul play, but the Spaniards professed to have diverse and conflicting views regarding the cause of the disaster.

## EXERCISE FOR TRANSCRIPTION, 101.

1. There was a road that led to a different direction. 2. People sometimes entertain views on subjects. 3. The who stay under water a long time, go down in diving costumes. 4. Paths that diverge from straight roads are called paths, and people who differ from others are said to have opinions.

## SUPPLEMENTAL EXERCISE, 102.

1. Divers—diverse men approached him with divergent opinions which they had to offer. 2. Pearl divers—diverse earn a precarious living, although they sometimes find pearls of diverse—divers sizes. 3. Some persons entertain divers—diverse views of things which are often at variance with reason. 4. He mentioned diverse—divers matters of a diverse—divers and conflicting nature, about which divergent opinions are entertained.

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DISBURSE, verb, to pay out money.
DISBURSEMENT, noun, paying out money.
DISPERSE, verb, to scatter, to send away.
DEFRAY, verb, to pay, (as expenses.)
REIMBURSE, verb, to pay back.

## EXERCISE FOR DICTATION, 103.

1. I will defray all expenses, and reimburse you for all losses and outlays of money. 2 . The Company disbursed a large sum during the year, having defrayed all the expenses of the business, and effectually dispersed all their rivals. 3. The police could not disperse the crowd, which developed into a riotous assemblage. 4. The government has disbursed a large amount of money in improvements, for which they are not likely to be reimbursed.

## EXERCISE FOR TRANSCRIPTION, 104.

1. The Company will all expenses, and you for any you may make. 2. The police ed the mob with great difficulty. 3. The town will considerable sums on its roads and bridges. 4. The firm will all expenses of their travelers. 5. The government continues to large amounts every year, and the for pensions alone is a large item.

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DISCOMFORT, verb, to make uncomfortable; noun, disagreeableness.
DISCOMFIT, verb, to vanquish, to put to a disadvantage.
DISCOMFITURE, noun, defeat, disadvantage.
DEMEAN, verb, to behave.
DEMEANOR, noun, behavior.
DEMESNE, (pron. demeen,) domain, landed property, manor house and land.

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## EXERCISE FOR DICTATION, 105.

1. We were considerably discomforted, but not altogether discomfited by the heat of the sun. 2. Mr. Mason easily discomfited his opponent in a game of chess, but the latter sustained his discomfiture with much composure. 3. If you demean yourself properly you may accompany me on a visit to the demesne. 4. The property and the adjacent demesnes were sold for the manorial demesne.

## EXERCISE FOR TRANSCRIPTION, 106.

1. We suffered great during the voyage, although the ship demeaned itself satisfactorily, and the of the passengers and crew was all that could be desired. 2. The is now occupied by the son of the former owner, who was in his suit for the large estate, but whose has been most exemplary, notwithstanding his . 3. The house and adjacent were bought by the present occupant.

## SUPPLEMENTAL EXERCISE, 107.

1. We experienced a great deal of discomforture—discomfiture while we were abroad. 2. Counselor Smith discomfited—discomforted his opponent in the argument before the court. 3. A person who demeans—demesnes himself properly is always a gentleman. 4. The property, together with the demesnes—demeans thereon, was deviced—devised to the decedent's daughter. 5. The boys who lost the game of foot-ball sustained their discomforture—discomfiture with quiet demeanor.

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ELICIT, verb, to draw or call out.
ILLICIT, adj., unlawful.
EMINENT, adj., high, exalted, excellent.
IMMINENT, adj., threatening, menacing.

## EXERCISE FOR DICTATION, 108.

1. It was impossible to elicit from the prisoner an admission that he had been engaged in an illicit enterprise. 2. We can not elicit any statement as to whether the business is of an illicit character or not, and the accused seems to have been somewhat eminent among his fellow townsmen. 3. The sale of intoxicating liquors is an illicit traffic in the state of Maine. 4. We have not been able to elicit a reply from our correspondent that is satisfactory.

## EXERCISE FOR TRANSCRIPTION, 109.

1. From the appearance of the clouds, we should think that a storm is . 2. The making of counterfeit money is certainly an business. 3. The people of San Francisco had no idea that an earthquake was . 4. Mr. Thompson was an citizen in his own country, but he found himself in danger in his new home, by reason of his political opinions. 5. Mr. Smith is a self-made man, and has made himself by his own exertions.

## SUPPLEMENTAL EXERCISE, 110.

1. It was impossible to elicit—illicit any statement in regard to the matter. 2. No one is permitted, under the laws, to carry on an illicit—elicit business. 3. There have been many eminent—imminent men in the past history of this country. 4. Another revolution is imminent—eminent in San Domingo.

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LEGIBLE, adj., readable, plain.
ELIGIBLE, adj., electable, choosable, fit, proper, desirable.
INELIGIBLE, adj., not choosable, fit or desirable.
ILLEGIBLE, adj., not readable, indistinct.

## EXERCISE FOR DICTATION, 111.

1. It was thought that Mr. Smith was not eligible to the position, as his hand-writing is illegible. 2. The ink had faded so much that the manuscript was hardly legible. 3. The sign, which was legible in the flashes of lightning, was wholly illegible in the darkness. 4. The candidate is ineligible on account of his age. 5. The house occupies an eligible position on the farm. 6. The practice of law is an eligible vocation.

## EXERCISE FOR TRANSCRIPTION, 112.

1. The superscription on the envelope was fairly , but the letter itself was so that we could hardly make out whether Mr. Edson was to the position or not. 2. It is desirable that you should write a plainly hand, for there is nothing so bad as writing, especially if you wish to make yourself to a good position in an office. 3. The house does not seem to occupy an position. 4. There is no more honorable and vocation than the ministry.

## SUPPLEMENTAL EXERCISE, 113.

1. The inscription is certainly legible—eligible, but the stone on which it is placed has been put in a most ineligible—illegible position. 2. Any native-born citizen is eligible—legible to the office of president. 3. If the ink fades, the writing will become illegible—ineligible. 4. In order that shorthand notes may be

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easily legible—eligible, they should be written with great care, otherwise they will be almost, if not quite ineligible—illegible. 5. You must study diligently if you wish to make yourself legible—eligible to an illegible—eligible position.

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EMIGRANT,noun, a person going out (of a country).
EMIGRATE, verb, to leave (a country.) Emigration, noun, act of going out (of a country.)
IMMIGRANT, noun, a person coming in (to a country.)
IMMIGRATE, verb, to come in (to a country.)
IMMIGRATION, noun, act of coming into a country.

## EXERCISE FOR DICTATION, 114.

1. There are thousands of emigrants from foreign countries who immigrate to this country to better their condition. 2. Our population is largely increased by the vast number of immigrants who come here. 3. Most of the immigrants who come here from European countries make desirable citizens. 4. There are laws restricting immigration, which exclude many undesirable persons. 5. The emigration from the various countries of Europe seems to increase year by year.

## EXERCISE FOR TRANSCRIPTION, 115.

1. Many of the from Ireland, who to this country become politicians. 2. The great tide of from the countries of Europe flows westward, and the to both North and South America is very large. 3. No who comes here is allowed to remain if he is liable to become a burden to the state. 4. All the who from foreign countries become when they into this country.

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## SUPPLEMENTAL EXERCISE, 116.

1. Many of the immigrants—emigrants into this country find it difficult to secure employment. 2. There are emigrants—immigrants from nearly every country of Europe who immigrate—emigrate into this country. 3. When a person leaves his native land we call him an immigrant—emigrant, but when he arrives at his destination he is called an emigrant—immigrant. 4. Altho' there are many immigrants—emigrants into this country, there are many others who emigrate—immigrate into Canada and South America.

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EMERGE, verb, to come out.
EMERGENCY, noun, a critical period.
IMMERGE, verb, to plunge in.
IMMERSE, verb, same as immerge.
IMMERSION, noun, plunging in.

## EXERCISE FOR DICTATION, 117.

1. When Mr. Wright was immerged in the water, he thought it would be beneficial, but when he came near drowning, he endeavored to emerge is quickly as possible, and in the emergency he called lustily for help. 2. The Baptists believe in baptism by immersion, and they are sometimes immersed in cold water, but they emerge without appearing to be discomforted, and they seem to be more happy than they were before they were immerged. 3. When the moon emerged from the cloud it was almost as bright as day.

## EXERCISE FOR TRANSCRIPTION, 118.

1. By the upsetting of the boat the whole party was ed into the water, from which they soon ed,however, with safety. 2. We have become ed in financial troubles, and can not pay our indebtedness till we can from our present condi-

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tion. 3. The new converts were ed in the water of the river, and after their they ed and went into the robing room. (Note. "Immerse" and "immension" are used in connection with the ceremony of baptism.)

## SUPPLEMENTAL EXERCISE, 119.

1. The whole plain was submerged beneath the floods, and great rocks appeared as though they had been immerged—emerged in the water, but when the flood subsided, the fields, rocks and valleys seemed to emerge—immerge from their watery bed. 2. The deer stood on the bank of the stream, and with a sudden plunge, was immerged—emerged in the water, from which he emerged—immerged, however, almost immediately.

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ERRAND, noun, a message, a sending out.
ERRANT, adj., wandering.
ARRANT, adj., exceedingly bad.
EXTANT, adj., standing forth, promulgated, in existence.
EXTENT, noun, space, size, breadth.
EXTEND, verb, to reach out, to push forward.

## EXERCISE FOR DICTATION, 120.

1. Can you go on an errand for me? 2. The knights errant of old were wandering knights. 3. All the world knew he was an arrant knave. 4. The book is the best specimen of typography extant. 5. The district is small, and limited in extent. 6. The errant vagabond was an arrant scoundrel, and his errand here boded no good. 7. It is probably the finest example extant of the extent to which a work of this kind may be carried. 8. I extend to you my best wishes, and trust your good influence may extend to the farthest extent.

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## EXERCISE FOR TRANSCRIPTION, 121.

1. The man went out on an of mercy. 2. We do not know to what the work may be carried. 3. There is no other work of art that is so much admired. 4. There are districts in the interior of Africa whose or area is not definitely known, and, so far as we know there is no geographical work that gives a description of them. 5. Since you the olive branch of peace we will be glad to join you in your of mercy and justice.

---

EMOLUMENT, noun, stipend; money received for services or as fees.
EMOLLIENT, adj., softening; noun, a soft substance.
EXERCISE, noun, physical or mental exertion. Verb, to use, to practise.
EXORCISE, verb, to expel, as evil spirits.
EXCISE, noun, duties paid on merchandise.
EXPENSE, noun, general outlay of moneys.
EXPENSES, noun, personal outlay of money.

## EXERCISE FOR DICTATION, 122.

1. Mr. Edson received several thousand dollars as an emolument for his services. 2. Oil was used as an emollient in softening the leather. 3. The man kept up most violent exercise and used weird incantations to exorcise the so-called evil spirits. 4. The excise on the goods increased their cost and added to the expense of the business. 5. I endeavor to keep my household and traveling expenses down to a minimum. 6. The emollient properties of glycerine are well known. 7. His personal expenses were a part of the general expense of the business.

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## EXERCISE FOR TRANSCRIPTION, 123.

1. The principal object of office-seekers is to secure the of office. 2. Beeswax and rosin, melted together, form an compound as a base for many ointments. 3. Physical is good for the health, and school s are good for the mind. 4. The ancients professed to evil spirits by incantation, but we now them by determination of the will. 5. Internal duties or revenue is called while those on importations are called customs charges. 6. My traveling are small, but the of the business is very large.

---

FALSE, adj., untrue, counterfeit, unfaithful.
FAULTS, noun, pl. of fault, imperfections, blemishes, defects.
FARTHER, adj., comp. of far; a greater distance.
FURTHER, adv. more, besides. Verb, to advance, to increase, to improve. Furthermore, adv., moreover.

## EXERCISE FOR DICTATION, 124.

1. Every one has his faults, but no one should be false to his colors. 2. The farther you advance in years, the fewer faults you should have. 3. We could go no farther on account of the darkness. 4. Move the chair a little farther from the table. 5. The man who has few faults and is never false to his principles, may go farther on the road to success, and, furthermore, he can better further his own interests, than the man who is recreant to his trust.

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## EXERCISE FOR TRANSCRIPTION, 125.

1. I will say that we can not accept your offer. 2. The we went the worse we found the road. 3. A good man has fewer than a bad man, and will not be likely to be to the confidence reposed in him. 4. The plan has no so far as we can see, and we think you will your interests by adopting it. 5. You can not expect to yourself, or secure any benefits from a business that is founded on principles, and develops at every step, and than that, the you go the worse it becomes.

## SUPPLEMENTAL EXERCISE, 126.

1. Whatever your faults—false may be, you should never be false—faults to your friends. 2. We have nothing further—farther to say in regard to the matter, as we find that the farther—further we go into the subject the less we know about it. 3. If you find that you have been led into a false—faults road, do not go any further—farther in that direction, for you can not farther—further your interests by adopting the false—faults of others.

---

FACILITATE, verb, to make easy, to lighten
FACILITY, noun, ease, dexterity.
FACILITIES, pl. All requisites for doing whatever is required easily.
FACULTY, noun, ability, power, energy.
FACULTIES, pl. Mental and physical endowments.
FELICITATE, verb, to congratulate, to compliment.
FELICITY, noun, happiness, pleasure.

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## EXERCISE FOR DICTATION, 127.

1. You can facilitate your progress by adopting proper methods. 2. He can read French with the greatest facility. 3. We must felicitate you on your having effected your purposes. 4. The life of a good man is a life of felicity. 5. You may facilitate the accumulation of wealth, but it does not always insure entire felicity. 6. In elocution all our faculties of speech and motion are called into requisition. 7. If we have ample facilities for both mental and physical exercise we can quicken all our faculties with gratifying facility.

## EXERCISE FOR TRANSCRIPTION, 128.

1. You can your acquisition of mathematics by diligent study. 2. The with which you speak French is remarkable. 3. We you on your rapid progress in your studies. 4. Mere enjoyment is not always real . 5. I you on your having won the race with so much . 6. You can your entrance to good society by cultivating good manners. 7. We have all the necessary for doing the work. 8. All our may be improved by judicious exercise. 9. If we do not have for prosecuting our studies we can not properly develop our .

## SUPPLEMENTAL EXERCISE, 129.

1. It requires practice to enable one to do anything with facility—felicity. 2. If you wish to enjoy long life and facility—felicity, you should be temperate in your habits. 3. I am pleased to felicitate—facilitate you on your twenty-first birth day. 4. The many facilities—felicities of modern travel facilitate—felicitate our visiting foreign countries. 5. A life of leisure is not always a life of facility—felicity. 6. It will facili-

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tate—felicitate matters and contribute greatly to our facility—felicity if you will facilitate—felicitate the inventor of the machine on the felicitly—falicity with which it can do the work.

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FUNERAL, noun, ceremony previous to burial.
FUNEREAL, adj., sad, mournful.
FEET, noun, plural of foot.
FEAT, noun, performance.
FETE, (pronounced fate,) noun, a festival.
FATE, noun, destiny, fortune.
FOUR, noun, adj., three and one.
FORE, noun, front; adj., forward.

## EXERCISE FOR DICTATION, 130.

1. As the funeral went slowly into the cemetery the mourners presented a very funereal appearance. 2. The gymnast performed the difficult feat of hanging from the trapeze by his feet with the greatest ease. 3. It seemed decreed by fate that we should not attend the fete although we tried to be to the fore, but it was four o'clock before we could get ready to go. 4. The look-out is stationed in the fore part of the ship, and everything is kept in good order, fore and aft.

## EXERCISE FOR TRANSCRIPTION, 131.

1. An undertaker is sometimes called a  director, and one generally thinks of him as a man of  demeanor, although he may have a very cheerful disposition. 2. An animal has four  , two of them are called  feet, and two are called hind  . 3. No one knows what  may have in store for him. 4. There was a delightful summer  in the zoological gardens last night. 5. A fireman once performed the remarkable  of jumping down forty  from a ladder and landing safely on both  .

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FORMER, adj., previous, aforetime, preceding. first in order. Opposite of latter.
FORMERLY, adv., previously, in former time.
FORMAL, adj., according to form or rule, ceremonious.
FORMALLY, adv., ceremoniously, in a formal manner.

## EXERCISE FOR DICTATION, 132.

1. Many people who formerly lived in European countries have immigrated into the United States. 2. People formerly made informal calls, but they now do this more formally. 3. They proceeded formally with the work. 4. The House of Commons is opened formally, with the same pomp and ceremony as formerly. 5. Formerly the work was done in a haphazard manner, but now everything is done formally and in order. 6. They were formerly very friendly, but now they are very formal in their intercourse. 7. The former was a lawyer, and the latter a merchant.

## EXERCISE FOR TRANSCRIPTION, 133.

1. Where there are now fine farms, there were large tracts of desert land. 2. We traveled by stagecoach, but now by rail. 3. The ceremony was conducted in a very manner, and everything proceeded and in accordance with strict usage. 4. All this country was inhabited by Indians. 5. The document will be written very , just as they used to do .

## SUPPLEMENTAL EXERCISE, 134.

1. The Indians formerly—formally lived in this country, and entered into formal—former treaties with the white settlers. 2. The United States were formerly—formally colonies of Great Britain, but entered formally—formerly into the Union after the war

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of the Revolution. 3. Messrs. Smith and Jones were formerly partners, the former—formal being a lawyer and the latter a teacher. 4. The contract was drawn up formerly—formally, according to law, but formally —formerly there was only a verbal agreement between the parties. 5. The former occupant made a former—formal promies to do everything formerly—formally thereafter, and not carelessly or informerly—informally as it had formerly—formally been done.

---

GILD, verb, to cover with gold.
GILT, adj., covered with gold, gilded.
GUILD, noun, a society or club, a corporation.
GUILT, noun, criminality, crime.
GUILTY, adj., criminal, proven to be criminal.

## EXERCISE FOR DICTATION, 135.

1. Why should we gild refunded gold? 2. We have both lacquered and gilt frames for sale. 3. The interior of the dome of the Grand Opera House in Paris is gilt. 4. There will be a concert given by the church guild next week. 5. Every guild is an association, but every association is not a guild. 6. Guilt was stamped in every lineament of the criminal's face. 7. If his guilt is proven, he will be severely punished. 8. Circumstantial evidence seems to prove that the prisoner is guilty.

## EXERCISE FOR TRANSCRIPTION, 136.

1. We our signs with the best gold leaf. 2. The pedestals of the columns are not solid gold, but are . 3. Every member of our is an estimable citizen. 4. The of the Episcopal church is composed of members of that church. 5. The of the prisoner was shown by the evidence, although he pleaded "Not " when he was arraigned.

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INDICT, verb, to accuse, to arraign for trial.
INDICTMENT, noun, accusation, arraignment.
INDITE, verb, to dictate to an amanuensis, to compose letters.
IMMOLATE, verb, to sacrifice.
EMULATE, verb, to follow an example, to vie with, to compete.
EMULATION, noun, strife, competition, imitation.
AMULET, noun, a charm.

## EXERCISE FOR DICTATION, 137.

1. They will indict the prisoner for trial to-morrow. 2. When he began to indite the letter, the amanuensis began to transcribe it. 3. In some savage countries, the natives immolate themselves before their idols. 4. In civilized countries, people immolate their vices and their vanities, and emulate the deeds of those who are worthy of emulation. 5. The man is under indictment for carrying on an illicit business. 6. Savages sometimes wear amulets as a charm to ward off disease.

## EXERCISE FOR TRANSCRIPTION, 138.

1. If they the accused, he will plead not guilty. 2. We will our reply to the letter at once. 3. In the , the man is accused of a felony. 4. Some of the natives of India used to themselves under the wheels of Juggernaut. 5. If we the example of good people we will not require an to preserve us from evil influences. 6. The prisoner was arraigned under an for larceny. 7. The lawyer ed the brief to a stenographer. 8. The acts of benevolent people are worthy of our .

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## SUPPLEMENTAL EXERCISE, 139.

1. I will indite—indict a letter to the judge, pending the indictment—inditement of the party charged with the offense, so that in case they should indict—indite him they will not emulate—immolate the bad example of their predecessors and immolate—emulate the man on a false charge. 2. The savage thought to amulet—emulate the custom of his white superiors by wearing an emulate—amulet, and by this immolation—emulation, win their approbation. 3. The counsel for the prisoner said he would indict—indite a letter to the district attorney which might have the effect of preventing the inditement—indictment.

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INCUMBRANCE, (or encumbrance,) noun, hindrance load, lien on property.
ENCUMBER, (or incumber,) verb, to burden, to put on a lien.
INCUMBENT, noun, the holder of an office; adj., imposed as a duty.
INCUMBENCY, noun, holding an office.
RECUMBENT, adj., reclining.

## EXERCISE FOR DICTATION, 140.

1. There was no incumbrance on the property, and we do not propose to encumber it with any liens. 2. The incumbent of the office had little to do, and spent most of his time recumbent on the lounge, apparently thinking that it was not incumbent on him to discharge the duties of the office, which he regarded more as an incumbrance than an incumbency. 3. The Bureau of Incumbrances is a civic or municipal office. 4. When a man is encumbered with debt, he is in an unfortunate predicament.

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## EXERCISE FOR TRANSCRIPTION, 141.

1. We found the of the office disposed to afford us every facility in looking up the records, and we found there was a considerable on the property, which made it on us to refuse the offer for its purchase, as we were already ed with too much real estate. 2. After the man fell, he remained in a position on the ground for some time. 3. The ruins of the old house the ground for months.

(Note. The spelling of *incumbrance* for the noun, and *encumber* for the verb, is generally preferred.)

---

INTEREST, noun, special attention, amount paid for use of money, investment in business. Verb, to make interesting.

INTERESTS, noun, pl., one's share in business; investment.

INSTANCE, noun, circumstance, occasion, example, case.

INSTANTS, noun, pl., moments of time.

INSISTENCE, noun, persistency; act of insisting.

## EXERCISE FOR DICTATION, 142.

1. The interest on the note is now due and payable at the bank. 2. We are glad to see that you take an interest in these matters, and would like to interest you in our method of doing business. 3. In the transfer of the property, your interests will not be affected. 4. In this instance, one may see what persevering insistence will do. 5. In a few instants after the command was given, the men rushed forward. 6. There is the instance of a man, who, on a certain instance, undertook to interest some persons in an invention that could

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save money in various ways, as, for instance, in the making of clothing, the work of hours being reduced to a few instants, and he offered stock for sale, in which he himself held large interests.

## EXERCISE FOR TRANSCRIPTION, 143.

1. You can get four per cent on deposits in savings banks. 2. We do not take much interest in the proposition, but would like to you in a proposition of our own. 3. Our in the business are not very large. 4. He gained his point by on his right to trial by jury. 5. Let us take the case, for , of a man, who, by reason of the continued of another, committed forgery. 6. It was an of presence of mind when the child was saved from the burning building.

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IMPOSSIBLE, adj., not possible.
IMPASSABLE, adj., not passable, obstructed.
IMPASSIBLE, adj., without expression, or emotion; calm, undisturbed.

## EXERCISE FOR DICTATION, 144.

1. We found it impossible to go any farther on account of the impassable condition of the roads. 2. We were quite discouraged, but Mr. White's features were quite impassible, indicating his indifference. 3. It was thought that the Alps were impassable, but Napoleon, with a disposition calm and impassible, took his entire army over them. 4. Nothing is impossible to one who is determined to succeed, even though impassable obstacles impede his progress. 5. Of all men, the Indian is the most impassible at all times.

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## EXERCISE FOR TRANSCRIPTION, 145.

1. With a face to the exigencies of the situation, he stood at bay, and the river being by reason of the floods, and finding it to proceed, he accepted the situation with stoic indifference. 2. When the man was on trial, he maintained an demeanor, because he was innocent. 3. There is an barrier between some of the castes in India. 4. He remained , although the way was , and it seemed to go any farther.

## SUPPLEMENTAL EXERCISE, 146.

1. It was impossible—impassible to tell by his impassible—impassable features whether he was guilty or not. 2. The landslide fell across the track, rendering the railway impassable—impassible. 3. There is no such word as "impossible—impassible" to a man who surmounts all impassible—impassable difficulties, and who proceeds with a calm and impassable—impassible demeanor in his work.

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INGENIOUS, adj., shrewd, skillful, inventive.
INGENUITY, noun, skill, inventive faculty.
INGENUOUS, adj., frank, artless, free.
INDIGENCE, noun, poverty.
INDIGENT, adj., poor, penniless.
INDIGENOUS, adj., native, growing in or belonging to a country.
IRRELEVANT, adj., not relating to the subject.
IRREVERENT, adj., lacking in reverence, disrespectful.

## EXERCISE FOR DICTATION, 147.

1. He was very ingenious, and invented many things. 2. Edison, the inventor, is a man of great ingenuity.

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3. He was a man of open and ingenuous disposition. 4. Because a man lacks wealth, and is indigent, it is nothing to his discredit; indigence is not a crime. 5. Indian corn is indigenous to North America. 6. The remark was irrelevant, because it had no bearing on the case. 7. Ill-bred persons are frequently irreverent to their superiors.

## EXERCISE FOR TRANSCRIPTION, 148.

1. He was a man of great  in the use of tools, and was very  in solving difficult problems. 2. Although suffering from privation and  , he was very frank and  , and was never  to those in authority. 3. Rice is  to the soil of China, but by an  method of cultivation it is made to grow in other countries. 4. The lawyer objected to the evidence, because it was  , and had no connection with the case. 5. We should never show an  spirit towards sacred things.

## SUPPLEMENTAL EXERCISE, 149.

1. One of the most ingenious—ingenuous men I ever knew, made many useful things, and by his ingenuity amassed quite a fortune. 2. If a person is generous—genious, and kindly disposed, we say he is ingenuous—ingenious, but if he has no regard for sacred things we say he is irreverent—irrelevant. 3. The statement is wholly irreverent—irrelevant, because it has no connection with the subject. 4. Indigence is a great misfortune. 5. There are some fruits and vegetables that are indigenous—indigence to certain countries, but may be made to grow in others by an ingenuous—ingenious development of the plants.

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JUDICIAL, adj., pertaining to the office or acts of a judge.
JUDICIOUS, adj., right, proper, with good judgment.
JUNCTION, noun, union, intersection, connection.
JUNCTURE, noun, concurrence of events, critical period.
JOINTURE, noun, an estate settled on a wife.
JOINTER, noun, a carpenter's or cooper's plane.

## EXERCISE FOR DICTATION, 150.

1. Judges in this country do not generally wear the judicial robes as they do in England. 2. By judicious management you will be able to succeed. 3. There is a station at the railway junction. 4. He began telling the story, and just at this juncture the fire broke out. 5. A jointure is sometimes a very desirable thing for a woman to have. 6. In giving his judicial opinion the judge showed careful and judicious discrimination. 7. The poor cooper, who used to ply his jointer in his daily work, left his widow a comfortable legacy in the form of a jointure.

## EXERCISE FOR TRANSCRIPTION, 151.

1. The ermine used to be worn by all judges. 2. We think you have made a very selection. 3. There is a new hotel near the railway . 4. The young man's father arrived at a most opportune . 5. Every man who can afford it, ought to settle a upon his wife. 6. A carpenter uses a long plane, which he calls a for making tight joints. 7. The decisions which are rendered by some judges are not always of a character.

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KNAVE, noun, a dishonest person, a villain.
NAIVE, adj., artless, innocent. (Properly pronounced *nah-eev.*)
NAIVETE, or naivety, (pron. nah-ee-ve-ta,) noun, ingenuousness, unsophisticated simplicity.
NAVE, noun, interior, or floor space, of a church.
KNIGHT, noun, ancient warrior.
NIGHT, season of darkness.

## EXERCISE FOR DICTATION, 152.

1. A knave is a very tricky person. 2. The child appeared to be very naive and innocent. 2. Some persons who are more ingenious than ingenuous, affect a naivety that they do not possess. 3. There were no seats in the nave of the church. 4. The knights of old wore armor. 5. Owls and debauchees turn night into day, and day into night. 6. The knave was not as naive as he feigned to be.

## EXERCISE FOR TRANSCRIPTION, 153.

1. The stole the bacon during the darkness of the , and eluded arrest. 2. Young persons are sometimes very in their conduct and conversation. 3. is a charming characteristic of the young. 4. The seats or pews are generally placed in the of the churches in this country.

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LOSE, verb, to disappear, to be separated from, to miss.
LOSER, noun, one who loses.
LOOSE, adj., lax, slack, not close or tight.
LOOSER, more loose.
LIGHTNING, noun, electric flash.
LIGHTENING, part., making lighter.

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## EXERCISE FOR DICTATION, 154.

1. We are liable to lose everything that we invest in bad speculations. 2. He wore a loose-fitting garment. 3. The animals were let loose for a run. 4. Your ring is so loose that you may lose it. 5. After the ship was struck by lightning, they saved her by lightening her of her cargo. 6. There were frequent flashes of lightning during the storm. 7. After lightening the load the horse was able to draw it easily. 8. There are always losers in every game. 9. We take our chances of losing as well as winning.

## EXERCISE FOR TRANSCRIPTION, 155.

1. The horse was tied so that we feared he would get away and we would him. 2. A man may his character if he has habits. 3. We can not our self-respect if we do not have habits. 4. They say that does not always strike twice in the same place. 5. By the load the horse can haul it easily. 6. A cheerful disposition will assist us in the burdens of life. 7. There was a hole in my pocket and I was afraid I would some of my change.

## SUPPLEMENTAL EXERCISE, 156.

1. He wore a loose—lose garment, and the wind was so high, that we expected he would loose—lose it. 2. We are sure to loose—lose confidence in a man who does business in a loose—lose manner. 3. We succeeded in getting the boat off by lightening—lightning it of part of its cargo. 4. When the lightening—lightning struck the tree, the man beneath its branches feared he would loose—lose his life. 5. By lightning—lightening the burden, the load may be more easily carried. 6. If it had not been for the frequent flashes

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of lightening—lightning, there was great danger that we would loose—lose our way. 7. Never do things in a loose—lose and careless way, nor loose—lose your presence of mind.

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LOATHE, verb, to despise, to abhor, to abominate.
LOATH, adj., unwilling, reluctant. (Followed by the infinitive *to.*)
LIMB, noun, branch of a tree.
LIMN, verb, to depict, to paint, to describe by words or pictures.

## EXERCISE FOR DICTATION, 157.

1. We are sometimes loath to acknowledge our faults, however much we may loathe them. 2. A skillful painter may limn a picture so well that even the limbs of the trees appear like natural objects. 3. You should shun evil and loathe vice, and ever be loath to associate with vicious persons. 4. A person may loathe his associates, and yet be loath to leave them, especially when some limb of the law limns their apparent virtues in glowing colors.

## EXERCISE FOR TRANSCRIPTION, 158.

1. It is natural for us to disagreeable things. 2. A great artist can scenes that are true to nature. 3. We suppose you are to take up the work as it is an unpleasant task. 4. A large of the tree extended out over the road. 5. The painter undertook to the scene on the walls of the house. 6. Great of trees were scattered over the ground, which made us to pursue our journey any farther in that direction.

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LAX, adj., loose, careless, negligent, slipshod.
LACKS, verb, needs, requires, is deficient in.
LESSON, noun, something to be learned, an example.
LESSEN, verb, to make less, to diminish.

## EXERCISE FOR DICTATION, 159.

1. The boy lacks the inclination to study, because he is lax in all his methods. 2. By securing a complement of members we will lessen the expenses of the club. 3. If the lesson is hard, we should not lessen our efforts to learn it. 4. When a man lacks intelligence, he is pretty apt to be lax in whatever he does. 5. If you wish to lessen the cost of living you should learn the lesson of economy.

## EXERCISE FOR TRANSCRIPTION, 160.

1. The man who has habits generally money. 2. If a man the disposition to be orderly, he is pretty sure to be in everything else. 3. If you study your carefully you will the time for getting your education. 4. We should never our zeal in a good cause. 5. When one money, he can not replenish his purse by being in his business methods. 6. If you have a difficult to learn you should not your zeal in trying to get it.

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LATER, adj., more late, comp. degree of "late."
LATTER, adj. or noun, the last. Opposite of "former."
LITTER, noun, rubbish, scattered fragments, debris.
LIGHTER, adj., more light. Comp. deg. of "light."

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## EXERCISE FOR DICTATION, 161.

1. Wealth and wisdom are desirable, but while the former is commendable the latter is essential. 2. The boat arrived later than usual, although the cargo was lighter than it generally is. 3. We might have come by train but the fare by the latter was too much for our limited means, and besides, there was a good deal of litter on the track, caused by the storm. 4. When it grew a little lighter we discovered that the floor was covered with fragments of torn paper and litter.

## EXERCISE FOR TRANSCRIPTION, 162.

1. Mr. Smith and Mr. Jones are men of distinction, the former being a professor, and the an editor. 2. In consequence of our late arrival, we were obliged to take a train than we intended to. 3. The mail arrived than usual, and we did not know whether to wire you or send reply by a mail, but finally concluded to take the course, as the expense would be considerably by our doing so.

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LINIMENT, noun, a medical lotion.
LINEAMENT, noun, an outline, as of the face or features.
LEAN,adj., thin, not fat. Verb, to incline.
LIEN, noun, security, legal attachment. (Properly pron. lee-en.)
LOAN, noun, something lent. Verb, to lend.
LONE, adj., only, sole, single.

## EXERCISE FOR DICTATION, 163.

1. The lineaments of his face were distorted with pain, for the alleviation of which frequent applications of liniment were made. 2. There was a lien on the property in the form of a judgment, to satisfy which

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the sheriff levied on an old lone, lean horse that was trying to lean against the fence. 3. He was a lone, old man, with wrinkled lineaments, who made and sold liniments for his livelihood, and he offered a lone cow as a lien for a loan which he wished to effect from the bank.

## EXERCISE FOR TRANSCRIPTION, 164.

1. Every of the man's face was convulsed with mirth. 2. The swelling was reduced by the application of a strong . 3. A man may be a great thinker, and a dog may be a thin-cur but for all that they have no facial in common 4. The only on the property consisted of a mortgage which had been given as security for a . 5. If you will me a hundred dollars I will give you a on my house for security. 6 Some people like fat meat, and some like .

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LIE, verb, to recline, to tell an untruth. Noun, a falsehood.
LYE, noun, a solution of potash or wood ashes.
LAY, verb, did lie; past tense of "lie." Trans. verb, to put down.
LAY, noun, a song.
LAID, verb, did lay; past tense of "lay."
LAIN, part. of verb "lie," to recline.
LIED. Past tense of verb "lie," to tell an untruth

## EXERCISE FOR DICTATION, 165.

1. There is an old adage that says: "Speak the truth, and lie not." 2. It is no lie to say that soap is made of lye and other ingredients. 3. He told the boy to lay the book on the table, and then he lay down on the sofa, and after he had lain there for some time, he found that the

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boy had not laid the book on the table, as he said he would, but had lied about it. 4. There is a poem called "The Lay of the Last Minstrel," but it requires no minstrel to make a hen lay. 5. The lay she sings might be called "The Lay of the Hen."

## EXERCISE FOR TRANSCRIPTION, 166.

1. I think I will down awhile and rest. 2 Printers sometimes use for cleaning type. 3. The lost axe was found under the snow where it had all winter. 4. He came in tired and down to rest. 5. He sang a strange old that no one had heard before. 6. She the child gently in the cradle. 7. The man who tells a violates one of the commandments. 8. Our hen two eggs yesterday, but will probably only one to-day.

---

LEAD, verb, to conduct. p. part., led. Noun, advanced position.
LEAD, (pron. led,) a soft metal.
LUMBAGO, noun, a pain in the back.
PLUMBAGO, noun, black lead.
LUMBER, noun, dressed timber, boards, etc.
LUMBAR, pertaining to the back or vertebra.

## EXERCISE FOR DICTATION, 167.

1. You should lead others in the right path. 2. It is bad for the boy who is led astray. 3. We sometimes write with a lead pencil. 4. Our guide led us through a long pass. 5. Lead is a useful metal. 6. Lumbago is a species of rheumatism. 7. Lead pencils are made of plumbago. 8. A great deal of lumber is used in buildings. 9. Lumbago gets its name from being in the lumbar region. 10. Take the lead in every good work that you do, for it is better to lead than to be led.

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## EXERCISE FOR TRANSCRIPTION, 168.

1. You may a horse to the water, but after you have him there you can not make him drink. 2. If you wish to excel, you should try to get the . 3. Bullets for guns are made of . 4. A pencil is a convenient thing to have in an office. 5. Rheumatism in the back is called . 6. Immense quantities of are found in the woods of Maine. 7. Cabinet makers use large quantities of in their business. 8. The region of the back is sometimes called the loins or reins. 9. The that is used for making what we call lead pencils, is also known as graphite.

---

MARTIAL, adj., warlike, military.
MARSHAL, noun, a military commander, officer of parade; verb, to arrange in order.
MARK, noun, a point or line; distinction; Verb, to make a point or stroke.
MARQUE, noun, reprisal in naval warfare.
MALL, noun, a beetle or heavy wooden hammer. (Sometimes spelled maul.)
MALL, noun, (pron. mell in England,) a walk or plaza.
MAUL, verb, to beat or strike.

## EXERCISE FOR DICTATION, 169.

1. The soldiers presented a martial appearance, as they paraded up the street, with the marshal at their head. 2. They will marshal the troops for battle this afternoon. 3. Do not make a mark in the book. 4. He was a man of education and mark. 5. Mark the place where your lesson begins. 6. The captain of the ship had a letter of marque. 7. Use the mall to drive the wedge. 8. The marshal will parade the soldiers on the mall tomorrow.

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## EXERCISE FOR TRANSCRIPTION, 170.

1. The troops were drawn up in array. 2. The waved his baton and conducted the parade through the streets. 3. The Colonel ed the columns in line of battle. 4. There was a on the side of the house where the flood rose. 5. Young Jones is a brilliant speaker, and will make his in the world. 6. As soon as the captain of the ship got his letter of , he started in pursuit of the enemy. 7. They say that Lincoln split rails with a . 8. The is preparing to his men on the , where they will present a very appearance.

---

MAIN, adj., principal. Noun, chief part, strength, name of street.

MANE, noun, the long hair on the neck of an animal.

MAINE, noun, name of a State or vessel.

## EXERCISE FOR DICTATION, 171.

1. The main thing to be considered is whether we shall go to Maine or Vermont. 2. The horse has a long, flowing mane. 3. The large mains for the water under the streets, sometimes become broken. 4. The war-ship Maine was destroyed in the harbor of Havana. 5. Broadway is the main street in New York. 6. An animal's mane seems to be more for ornament than for use. 7. We think that, in the main, it is better to pay as you go, than to run into debt. 8. Always keep an eye to the main chance. 9. Main St. is the principal street in Rochester.

## EXERCISE FOR TRANSCRIPTION, 172.

1. The lighthouse stands on an island, and not on

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the land. 2. A new man-of-war has been built, and called the . 3. The Strand is one of the streets in London. 4. The lion has a long, heavy on his neck. 5. One of the things to be learned is shorthand. 6. The building in the city is the State House. 7. The State of is the most north-easterly of all the states in the Union. 8. He plied the oars with might and . 9. The street in the city is called street.

---

MEAN, adj., not noble, ugly, disagreeable, penurious; also middle, average or medium; verb, to intend or signify. Means, pl., noun, possessions.

MIEN, noun, countenance, general appearance, demeanor.

MESNE, (pron. meen,) adj., intermediate.

MIDDLING, adj., medium. Noun, a middle grade of cotton.

MIDDLINGS, noun, mixed feed for horses.

## EXERCISE FOR DICTATION, 173.

1. No one likes a man of a mean disposition. 2. Although Douglas was a man of mean birth, he had a noble character. 3. The mean temperature for the month is about forty degrees. 4. What do you mean to do about it? 5. He had a dignified and pleasant mien. 6. I do not mean to be mean, but I am in only middling circumstances. 7. We ship you the ten bales of middling, as requested, and will send you a car of middlings later on. 8. I do not know what you mean, but judging by your pleasant mien, we do not think there is anything mean about you, and that you mean to ship the middling with the other bales of cotton, and will try to procure the middlings for us of some feed store. 9. The man has no visible means of subsistence. 10. A mesne process is an intervening process.

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## EXERCISE FOR TRANSCRIPTION, 174.

1. He is and contemptible in all his dealings. 2. A man may be of birth, and yet of honorable character. 3. "Vice is a monster of such frightful that, to be hated, needs but to be seen." 4. If you to ship the fifty bales of this month, please ship them at once. 5. You may ship me one hundred bushels of oats and fifty bushels of or other coarse feed. 6. A man may be of disagreeable , and be in money matters, and not be in disposition, and though he may be without he may not to be dishonest. 7. A tenant is one who has an intermediate possession.

---

MIST, noun, fog, obscurity.
MISSED, past tense or part. of verb "to miss." Did miss.
MISSILE, noun, dart or weapon that is thrown or projected.
MISSAL, a book containing church masses.
MUSCLE, noun, contracting fleshy fibre or tissue.
MUSSEL, noun, a shell-fish. Sometimes spelled muscle.
MONITORY, adj., admonishing, warning, threatening.

## EXERCISE FOR DICTATION, 175.

1. The mist hid everything from our view, and we missed the splendid scene before us. 2. The natives attacked us with their missiles, and drove us back. 3. Missals are used only in Catholic churches. 4. One's strength depends on the development of the muscles. 5. We feared a storm, as the clouds had a monitory appearance. 6. The disturbed condition of the monetary market is monitory of financial troubles.

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## EXERCISE FOR TRANSCRIPTION, 176.

1. On account of the we could not see the mountain top. 2. In trying to avoid the that were thrown at us, we nearly the boat. 3. There is no used in the Baptist church. 4. The strong man had a powerful . 5. Oysters are , but all are not oysters. 6. The price was nominal, and no consideration was named. 7. The market was quiet, but there were signs of a decline in values. 8. The clouds were of an impending storm.

---

MINOR, adj., younger, a plaintive key in music, smaller or less.
MINER, noun, one who works in mines.
METAL, noun, a hard, fusible substance, like iron, silver, etc.
METTLE, noun, animal spirit, courage, dash.
MEDAL, noun, a coin-shaped device, given for special merit.
MEDDLE, verb, to interfere, to mix up with things not of your concern.
MANTEL, noun, a shelf, generally over a chimney.
MANTLE, noun, a cloak or loose garment.

## EXERCISE FOR DICTATION, 177.

1. Archibald Phelps, who is a minor, being only eighteen years of age, and the son of a miner, has written a musical composition in A minor. 2. He is a young man of great mettle, and has received a medal for his bravery. 3. Coins are made of gold and silver metal. 4. If you do not meddle with the affairs of others you will avoid trouble. 5. He stood by the mantel, looking down into the fire, with his mantle hung loosely on his shoulders. 6. A minor can not vote at elec-

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tions, but he can meddle in politics if he is so inclined 7. It is a matter of minor importance.

## EXERCISE FOR TRANSCRIPTION, 178.

1. Any one under twenty-one years of age is called a . 2. A man who digs coal out of the ground is called a . 3. No so much resembles gold as brass. 4. A high-spirited horse is distinguished by his . 5. The old soldier was decorated with many for his bravery. 6. If you do not with hot iron, you will not be burned by it. 7. The of fame does not fall on every one's shoulders. 8. The flickering candle on the was nearly burnt out. 9. The music of the song was written in a key. 10. The affair was one of only consideration.

## SUPPLEMENTAL EXERCISE, 179.

1. Minor—miner offenses are not punished as severely as graver crimes. 2. The coal miners—minors have gone out on strike. 3. The horse is certainly one of fine mettle—metal, but as you are a minor—miner, you can not legally dispose of him. 4. The brave man won a meddle—medal by saving a man from drowning. 5. Iron is a cheap and useful mettle—metal. 6. Do not medal—meddle with matters that you do not understand. 7. The mantle—mantel is not worn so much now as it was formerly. 8. There is a fine marble mantle—mantel in each room in the house.

---

NEW, adj., novel, unused, fresh.
NEWS, noun, intelligence, of recent occurrence.
GNU, noun, animal of the antelope species.
KNEW, verb, past tense of "know." Did know.
NO, adj., or adv., negative, not, denial, none.
KNOW, verb, to have cognizance or comprehension.

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## EXERCISE FOR DICTATION, 180.

1. The new man knew as much about the work as the old hand. 2. The news from our correspondents is very cheering. 3. The gnu is a strange animal, and is found in Africa. 4. We knew that you would be glad to know that we have received a new stock of goods, but no one can know their full value who has only heard the news, and has not seen them.

## EXERCISE FOR TRANSCRIPTION, 181.

1. The old clothes never appear as well as the . 2. We were waiting to hear the of the election, when the first thing we , the rain which one expected, came down in torrents. 3. The seems to be part horse and part deer, and belongs to the antelope family. 4. Do you your lesson? 5. ; I have not learned it. 6. We that you would have difficulty in collecting your account. 7. Have you heard the about the accident? 8. We once a man who did not who invented the telegraph.

---

OUGHT, def. verb, should. (Always followed by infinitive *to*.)
AUGHT, noun, anything.
NAUGHT, noun, nothing.

## EXERCISE FOR DICTATION, 182.

1. You ought to be careful to see if aught is required or if there is aught that you can do to render others happy. 2. He ought to go, but he may stay for aught I care. 3. We ought to provide for aught that is necessary. 4. Naught was done to prevent the accident. 5. If the column of figures foots up fifty, set

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down naught and carry five. 6. There ought to be enough money for all expenses. 7. If aught can be done, let me know. 8. I see naught to prevent carrying out the proposed plans.

## EXERCISE FOR TRANSCRIPTION, 183.

1. You to accept that may be given to you. 2. For I know, there is more required. 3. can be done to relieve his sufferings. 4. If there is that I can do, I will gladly do it. 5. You should do to annoy any one. 6. If we engage in speculations we may lose that we invest, but if we avoid taking chances we can lose , and we to be prudent under all circumstances. 7. We to try to please our friends, and do that we can to add to their happiness, for is more desirable than a happy disposition.

---

OPPOSITE, prep., over against.
OPPOSITION, noun, resistance; an opposite position.
APPOSITE, adj., fit, proper.
APPOSITION, noun, the predicate noun in grammar.
OMISSION, noun, act of leaving out.
EMISSION, noun, act of sending, or forcing out.

## EXERCISE FOR DICTATION, 184.

1. The postoffice is opposite the church. 2. We do not intend to do anything in opposition to the proposed measure. 3. The predicate noun is said to be in apposition to the subject; as "Mr. Jones is a lawyer." 4. The remark was very apposite, although it was made in opposition to the prevailing sentiment. 5. There was much opposition to the new law, on the part

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of those who held opposite opinions. 6. By the omission of a word, the sentence was rendered ambiguous. 7. The constant emission of steam -oduced a disagreeable noise.

## EXERCISE FOR TRANSCRIPTION, 185.

1. Nouns and pronouns in should be in the same case as the subject; as "it is I," and not "it is me." 2. We will offer no to your plans. 3. The sentiment expressed by the speaker was entirely and well suited to the occasion. 4. The two men were going in directions. 5. The sins of are as bad as the sins of commission. 6. There was a steady of water at the mouth of the drain.

## SUPPLEMENTAL EXERCISE. 186.

1. There is no serious opposition—apposition to the building of the new railroad, as its construction is not only plainly apposite—opposite, but requisite. 2. The two men sat opposite—apposite each other at the table. 3. Nouns and pronouns in apposition—opposition should be of the same number as the subject; as "all the boys are excellent pupils." 4. By the emission—omission of a single letter the word "found" becomes "fond." 5. There will be no omission—emission of steam if the valve is closed.

---

ORDINANCE, noun, a law or rule, generally passed by a civic body.

ORDNANCE, noun, large guns, cannon, howitzers, etc.

OBSEQUIES, noun, funeral ceremonies.

OBSEQUIOUS, adj., servile, cringing, fawning, over polite.

AUDIENCE, noun, assemblage, people who listen to a discourse or play.

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## EXERCISE FOR DICTATION, 187.

1. The board of aldermen passed an ordinance preventing the carrying of firearms. 2. The left wing of the battalion attacked the enemy with their siege guns and ordnance. 3. The obsequies of the late Major Wilson were largely attended. 4. The servant made an obsequious bow and retired. 5. The audience listened attentively to the lecture. 6. An ordinance was passed prohibiting parading through the streets with the ordnance. 7. The artillery fired a volley with the ordnance at the obsequies of Gen. Smith.

## EXERCISE FOR TRANSCRIPTION, 188.

1. An was passed by the common council to prevent the throwing of offal in the streets. 2. The artillery opened fire with the entire , and forced the enemy to retreat. 3. After the of Ethan Allen, his remains were interred in the cemetery near Burlington, Vt. 4. The attentions of the fawning sattelite disgusted every one. 5. The soldiers fired a volley from the in accordance with a special passed by the board of aldermen.

## SUPPLEMENTAL EXERCISE, 189.

1. It is proposed to enact a new ordinance—ordnance to regulate the speed of automobiles. 2. The army has been equipped with ordnance—ordinance and ammunition. 3. The obsequies—obsequious of the late General Martin were held with full military honors, all the artillery and ordnance—ordinance being in the funeral procession. 4. The obsequious—obsequies attentions of any one are generally displeasing. 5. The ordinance—ordnance is a necessary part of the equipment. 6. Nothing is more offensive than the obsequious—obsequies attentions of an officious person. 7. The ordiance—audience laughed heartily at the play.

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ORE, noun, crude or unsmelted metals.
O'ER, prep. contraction of "over."
OAR, noun, implement for propelling a boat.
ORAL, adj., spoken by word of mouth.
OFFAL, noun, waste matter, refuse, rubbish.
AWFUL, adj., terrible tremendous.
OSCILLATE, verb, to swing back and forth.

## EXERCISE FOR DICTATION, 190.

1. Large quantities of copper ore are found near Lake Superior. 2. "The midnight moon serenely smiles o'er nature's soft repose." 3. We had to scull the boat as one of the oars was broken. 4. Oral arithmetic is now taught in many schools. 5. There was an awful odor from the offal that was thrown in the streets. 6. The pendulum oscillates with perfect regularity. 7. High o'er the house tops towered the mountain where they found the precious ore.

## EXERCISE FOR TRANSCRIPTION, 191.

1. There is much iron in the Adirondacks. 2. The bird flew the tree tops. 3. They could not prove the agreement because the contract was an one, and not written. 4. An ordinance was passed compelling householders to remove the from their dwellings. 5. The bird seemed to in the air for some time, and then took a sudden plunge.

---

PATIENT, adj., uncomplaining, enduring; noun, a sick person.
PATIENTS, pl. of patient, sick persons.
PATIENCE, noun, endurance, suffering without complaint.
PRESCIENT, adj., foreknowing.
PRESCIENCE, noun, foreknowledge.

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## EXERCISE FOR DICTATION, 192.

1. He was the most patient of men. There was a patient in each ward of the hospital. 2. All the doctor's patients seem to be doing well. 3. Very few men are sufficiently prescient to tell what the future will bring forth. 4. Absolute prescience is only an attribute of divinity. 5. Patience and endurance may enable us to withstand the ills of life, but they can not endow us with the prescience to enable us to avoid these evils.

## EXERCISE FOR TRANSCRIPTION, 193.

1. You should try to be , although your lot may be hard. 2. The seems to be improving, and is resting quietly. 3. Fortune tellers pretend to have the gift of , but their predictions are mere guess-work. 4. Do not imagine a man is because he makes a shrewd guess as to future events. 5. All the in the hospital seem to be enduring their sufferings with the utmost .

## SUPPLEMENTAL EXERCISE, 194.

1. You should have "patience—patients and continuance in well-doing." 2. All the patients—patience in the hospital are convalescing. 3. You can accomplish much by patients—patience and perseverance. 4. Sick persons are called patience—patients, because they usually have great patients—patience during their illness. 5. We often hear of the "patients—patience of Job," and that was the patience—patients of only one man, whereas there are thousands of patience—patients in all the hospitals. 6. The faculty of prescience—prescients is not given to mankind in general, and there are very few who are even prescient—prescience in regard to things that are obviously likely to occur.

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PROSPECT, noun, a view or scene; the outlook or appearance of things.
PROSPECTIVE, adj., apparent, possible, from appearances.
PROSPECTUS, noun, a circular letter containing prospective plans.
PERSPECTIVE, noun, apparent distance of view in a picture or scene.
PROSECUTE, verb, to push forward; to sue at law.
PROSECUTION, noun, act of pushing forward, or suing at law.
PERSECUTE, verb, to pursue with malice, to inflict injury.
PERSECUTION, noun, act of inflicting injury.

## EXERCISE FOR DICTATION, 195.

1. You should prosecute the work with diligence, but do not persecute any one in doing so. 2. There is a fair prospect that the work will be successful. 3. The prospect from Mt. Washington is grand. 4. There does not seem to be any prospective advantage in the transaction. 5. Do you think there is any prospect of our success? 6. The perspective in the picture was perfect. 7. The lawyer will prosecute the case for the plaintiff. 8. The early Christians were often persecuted. 9. There is a prospective change in our affairs. 10. We will issue a prospectus of our publication in the near future.

## EXERCISE FOR TRANSCRIPTION, 196.

1. We think there is a that the sale will be made. 2. You should your studies diligently. 3. It is unjust to those who are weaker than you are. 4. The from Pike's Peak is fine, and there is a natural in the views taken there. 5. We will send you a of our plans shortly.

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6. There is a good that he will succeed in his business if he it vigorously. 7. There is a law against the of animals. 8. A landscape without good is not a work of art. 9. There is a plan to build a hotel. 10. The publishers will send out a containing a full list and account of their publications.

## SUPPLEMENTAL EXERCISE, 197.

1. We are preparing a prospectus—prospective for the coming summer's business. 2. There is a prospective—perspective plan to build a new road through the state. 3. There is no reason why you should prosecute—persecute dumb animals. 4. You should prosecute—persecute whatever you undertake with vigor. 5. There does not appear to be any prospective—perspective indication that the work will be persecuted—prosecuted with any greater energy in the future than it has been in the past. 6. In some countries the people suffer prosecution—persecution at the hands of their rulers. 7. The lawyer persecuted—prosecuted the case for his client.

---

PLAIN, adj., easy to understand, level, smooth, coarse, homely.

PLAINS, noun, large extent of level ground.

PLANE, noun, level surface, carpenter's tool; verb, to make smooth.

PLAN, noun, a method or scheme. Verb, to make a plan.

PLANT, noun, a shrub or vegetable; buildings and equipment.

## EXERCISE FOR DICTATION, 198.

1. It is plain that a geometric plane can not be a curved surface. 2. It is better to use plain language

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than exaggerated forms of speech. 3. The carpenter planed the board with a smoothing plane. 4. The western plains are sometimes called prairies. 5. It is better to be plain of feature than to have a weak mind. 6. According to the plans, the entire plant for the factory is to cost fifty thousand dollars. 7. We expect to plant part of the field to corn, and set out cabbage plants in the rest of it.

## EXERCISE FOR TRANSCRIPTION, 199.

1. The train crept slowly up the inclined of the railroad. 2. It is that if we carry our into effect we will our garden early and set out the more hardy first. 3. The Indians formerly roamed over the of the west. 4. The man wore very clothes, but he was the owner of the entire of the great cotton mills. 5. We are considering a by which we may be able to increase our business. 6. It is customary to off the rough surface of a board with a jack- first, and then dress it down with a smoothing .

---

PRESENT, adj., in this place; noun, something given; verb, to give.

PRESENTS, pl. of present; things given. Legal documents.

PRESENCE, noun, nearness, act of being present, personal bearing, alertness of mind.

PRESENTMENT, noun, presentation, act of presenting.

PRESENTIMENT, noun, foreboding, apprehension.

## EXERCISE FOR DICTATION, 200.

1. Each one who is present may expect to receive a present. 2. Know all men by these presents. 3. We

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stood in the presence of the king, having brought presents for his majesty, as well as others of the royal household who were in his presence. 4. After the grand jury made its presentment, the prisoner was brought into the presence of the judge, looking as though he had a presentiment that he would be found guilty. 5. The prince was a man of dignified presence, and possessed great presence of mind.

## EXERCISE FOR TRANSCRIPTION, 201.

1. James was not when the roll was called. 2. He received a on his birthday. 3. She found a great number of Christmas on the table in the morning. 4. The party of the first part agrees to pay in accordance with the terms stipulated in these . 5. He made a confession in the of all who were at the time. 6. He is a man of most conspicuous , and his of mind is remarkable. 7. The of the grand jury contained the charge against the prisoner. 8. He had a of danger before he started on his journey.

## SUPPLEMENTAL EXERCISE, 202.

1. Please accept these presents—presence, as a token of my esteem. I received many presents—presence, on New Year's day. 2. "To all to whom these presence—presents shall come." 3. The General was a man of commanding presents—presence. 4. Great presence—presents of mind was shown in the midst of danger. 5. The grand jury has not yet made its presentment—presentiment. 6. I had a presentiment—presentment that something was about to happen.

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PASS, verb, to meet, to go by or through, to advance, to serve, (as food,) to spend, (as time,) to enact, (as laws,) to move, to outrun. Noun, a passage or way.

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PASSED, past tense or part. of verb "pass;" went, met, spent, etc.

PAST, adj., done, finished, gone, remote, distant, former. Prep., by, beyond, over. Noun, past time. Note. *Passed* should follow *has, have* and *had* (verbals) and *past* follows *is, was* and *were,* except in the passive voice.

## EXERCISE FOR DICTATION, 203.

1. We pasesd up the river, and went past the Highlands, and went on past the scenery on the shores—beautiful past all conception. 2. We went through a narrow pass, and passed up into a high mountain. 3. His sufferings are past for the present, and he passed a quiet night. 4. The senate has passed the bill, and when it has been passed by the house, it will become law. 5. All our troubles are past and ended, and the past is only like a dream. 6. The first horse passed the second at the half-mile point. 7. In past ages they passed some strange laws. 8. After the food had been passed by the liveried servants, we passed into the grand parlors where we passed a very pleasant evening.

## EXERCISE FOR TRANSCRIPTION, 204.

1. We over a large extent of country during the year. 2. I him on the street this morning, and had no sooner gone him than he from my mind. 3. He a very creditable examination, and it is all question that he will be to a higher position. 4. He the night very comfortably, and is now all danger. 5. There was a narrow defile or through the mountain gorge. 6. We a few days in Paris during the week, and then on to London where we have been visiting the tower and other places built in ages by men who long ago away and are forgotten. 7. The legislature has a bill

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to prevent gambling. 8. The , the present and the future teach us all our wisdom. 9. After our steamer the other boat, we went below, where the scenes of the day were forgotten, and we the remaining hours very pleasantly. 10. He just went the house.

## SUPPLEMENTAL EXERCISE 205.

1. The soldiers defended the pass and then passed—past on victoriously. 2. The resolution was passed—past without a dissenting vote. 3. He past—passed his time in reading the history of passed—past ages. 4. The dividends have been passed—past, because the business has been bad during the passed—past year. 5. The time is past—passed for securing the special discount we offered. 6. The time has past—passed so pleasantly that it is passed—past the hour for our departure. 7. Your account is past—passed due, and if it is not paid at once it will be past—passed over to our attorney for collection. 8. It is past—passed all question that you will be past—passed on to a higher position, after you have passed—past your examination satisfactorily. 9. The train has just passed—past, and it is now passed—past five o'clock. 10. The doctor says the patient past—passed a restless night, and is now past—passed all hope of recovery. 11. We formerly past—passed our summers in the mountains, but for the past—passed few years we have passed—past them by the sea-side. 12. The man who went passed—past the house just now is not the same man who passed—past by the house a short time ago. 13. A law has been past—passed to prevent stockholders from losing their money. 14. One of the boys past—passed the ball to another. 15. Resolutions of respect were past—passed by the society. 16. The train has just past—passed by the station, and another will go passed—past in a few minutes.

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PERVADE, verb, to permeate, to fill.
PURVEYED, verb, past tense of purvey, to provide or supply food, etc.
PREVISION, noun, foresight.
PROVISION, noun, things provided.
PROVISIONS, noun, food, etc.

## EXERCISE FOR DICTATION, 206.

1. There is a theory that electricity pervades all space. 2. The commissary purveyed for the troops satisfactorily. 3. There is a kind of prevision that enables us to provide for the future. 4. Ample provision has been made for the safety of the passengers. 5. The blood pervades the entire human system. 6. The landlord purveyed capitally for his guests. 7. There may be such a thing as actual prevision into the future, but it does not pervade ordinary human intelligence to any great extent. 8. The host purveyed excellently, and there was no lack of provisions for the whole company. 9. Mine host purveyed capitally for his guests by making ample provision for their comfort, and by supplying abundant provisions for their meals.

## EXERCISE FOR TRANSCRIPTION, 207.

1. A feeling of satisfaction the inner consciousness of the man whose enables him to make ample for the future. 2. A feeling of discontent seemed to the entire army when the quartermaster no longer for their subsistence. 3. Fortune tellers pretend to have the power of , and yet, in some cases, they do not make for their own necessities. 4. There was a sense of unrest that seemed to the mind of the public when there was evident lack of in making for their welfare, for which the general government had previously most generously.

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PRINCIPLE, noun, rule, method, characteristic, element, a *thing*.

PRINCIPAL, adj., chief, of the highest or first rank, leading.

PRINCIPAL, adj., used as a noun, 1: a *person*, as the principal of a school, or of a firm, etc. 2: a *sum of money*, as money at interest, etc.

## EXERCISE FOR DICTATION, 208.

1. The principal persons in the enterprise were the principals of some of the schools and the principals of other enterprises, who held it to be one of the principles of their business career to regard every principle of integrity as the principal principle in any undertaking, and they sought to disseminate these principles principally among those with whom they came in contact in all their principal business relations with others whose principles were characterized by these underlying principles of native honesty, and which principles were their unfailing rule of action.

## EXERCISE FOR TRANSCRIPTION, 209.

1. He was a person of correct . 2. The reason why he did not succeed was because of his bad . 3. The larger the the larger the intrest. 4. There were two in the school. 5. Messrs. Williams and Jones were the in the undertaking. 6. The thing about it was its simplicity. 7. A of honor is involved in the transaction. 8. The on which the machine was constructed was obvious. 9. The of freedom, the of religious liberty, and the of self-government were the that actuated our forefathers. 10. The reason why we have better shools is because they have better over them.

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## SUPPLEMENTAL EXERCISE, 210.

1. The principal—principle feature in the case was that the principal—principle of one of the schools had invested all his principal—principle or capital in the speculation. 2. The principal—principle city in the state of Massachusetts is Boston, which is also the capital of the state, and one of the principle—principal attractions there is the celebrated Bunker Hill monument. 3. The principal—principle of the steam engine is the rule by which water is converted into vapor. 4. The principal—principle that actuated our forefathers was the principle—principal of liberty. 5. The principle—principal man in the town is the principle—principal of the school. 6. The principle—principal rivers in North America flow into the Atlantic Ocean. 7. The principal—principle of a watch is the rule by which a spring is made to act as motive power to drive the wheels. 8. A principal—principle of true religion is shown in our desire to render other people happy. 9. The principle—principal reason why we do not understand the principal—principle of electricity is because it is an invisible agent. 10. The principal—principle thing to be considered is whether the principle—principal of the enterprise has a just conception of the principals—principles of the business. 11. The principle—principal streets in the city are thronged with vehicles. 12. The ancients discovered the principal—principle of the lever thousands of years ago. 13. The principal—principle of truth is one of the principles—principals that should govern every man's conduct. 14. The principle—principal mountains in the Eastern States are the White Mountains and the Green Mountains. 15. It is the principal—principle of attraction of gravitation that constitutes the weight of all principle—principal ponderable bodies.

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PERMANENT, adj., firmly fixed, durable.
PROMINENT, adj., bold, conspicuous, eminent.
PREEMINENT, adj., high in rank or station.
(Note. Each of the above words may be converted into adverbs by adding the terminal *-ly.*)

## EXERCISE FOR DICTATION, 211.

1. The house is built on a permanent foundation. 2. Mr. Smith is a prominent citizen, and stands preeminent among his fellow men. 3. He maintained that he had been prominent in the work, and had established the business on a permanent basis. 4. He stood preeminent among other men in his endeavor to bring about reforms. 5. The business seems to be permanently established, and prominently recognized by men who are preeminently conspicuous for their probity in the commercial world.

## EXERCISE FOR TRANSCRIPTION, 212.

1. Mr. Jones is one of the most merchants in the city, and has built up his business on a foundation by the strictest honesty. 2. The house occupies a position on the crest of the hill. 3. Mr. Smith is one of the citizens of the town, and is for his charity and good works. 4. The sun is the most object in the heavens. 5. Mr. Wilson has built a house here, and now has a residence in this community. 6. King Solomon was ly wise above all other men of his time.

Note. *Permanent* is generally applied to *things; prominent* to both *persons* and *things,* while *preeminent* modifies *persons* only, and conveys the idea of a higher degree of eminence than *prominent.*

## SUPPLEMENTAL EXERCISE, 213.

1. Mount Hood is one of the most prominent—per-

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manent objects on the Pacific coast. 2. Every house should be built on a permanent—prominent foundation. 3. Almost any man may become prominent—permanent, but only one in a million ever becomes really preeminent—prominent. 4. Some of the most permanent—prominent mountains in the Alpine range are covered with snow the year round. 5. A good character should be held permanently—preeminently above all other qualifications. 6. He is prominently—permanently employed in his present position.

---

PIER, noun, a wall; support of a bridge; wharf. Adj., tall and narrow, as a pier glass, a pier table.

PEER, noun, a nobleman; an equal of the higher class. Verb, to look.

PAPER, noun, in a commercial sense, notes, checks, or anything of similar character that may be converted into cash.

PAPERS, noun, in the plural, legal documents, briefs, testimony, etc.

## EXERCISE FOR DICTATION, 214.

1. The piers of the bridge were carried away by the freshet. 2. When D'Israeli was made a peer his name was changed to Beackonsfield. 3. We stood on the pier and waved our hands to the departing steamer which bore away one of the peers of the realm. 4. The judge took the papers before making his decision. 5. The banks have discounted a good deal of paper during the week. 6. He peered through the mist in search of the lost animal.

## EXERCISE FOR TRANSCRIPTION, 215.

1. The House of Lords is composed of the of England. 2. Mr. Jones is a prominent citizen, and the of any man in this community. 3. The ship lies

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at the , and is taking on supplies for the subsistence of the passengers and crew. 4. Some gilt-edged has been refused on account of scarcity of money. 5. All the in the case were submitted to the judge.

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PETITION, noun, an urgent request, an entreaty. Verb, to ask.
PARTITION, noun, a division; a dividing wall. Verb, to divide.
POSSESSION, noun, ownership.
POSITION, noun, place.

## EXERCISE FOR DICTATION, 216.

1. After the partition of the estate, there was a petition for the possession of the property by one of the heirs who held the position of County Clerk, and whose office was separated from that of the judge by only a thin board partition, and when the petition was brought before the judge he decided that he could not grant the petition of the claimant whose position was on the other side of the partition, as the partition of the property had already been made, and he could not oust the present owners from the possession of the estate, and so he denied the petition for possession by the claimant.

## EXERCISE FOR TRANSCRIPTION, 217.

1. A was presented to congress asking for the repeal of the stamp tax. 2. There was a between the two rooms. 3. He obtained of the property by decree of the court. 4. The judge has ordered the executor to the estate for the benefit of the heirs. 5. Mr. Ames has secured a desirable in a government office. 6. The people ed for the right of trial by jury. 7. The house occupies a

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prominent on the side of the hill. 8. The new owner of the place will take in a few days. 9. They could not the property satisfactorily, so the court ordered it to be sold, and the proceeds were given into the of the heirs.

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PRECEDE, verb, to come or go before. Part. preceding, preceded.
PRECEDENT, noun, something done before which serves as an example.
PRECEDENCE, noun, place or position before in order of rank.
PRESIDE, verb, to rule, as over a meeting, society or country.
PRESIDENT, noun, one who presides or rules.

## EXERCISE FOR DICTATION, 218.

1. Preparation should precede haste in your work. 2. Spelling should have precedence to grammar in your studies. 3. There was no precedent for freeing the slaves, except as an act of war. 4. The dawn will always precede the day. 5. A major ranks higher than a captain, and there is no precedent for changing this order of precedence. 6. The president was unanimously elected, and will preside at all the meetings of the society.

## EXERCISE FOR TRANSCRIPTION, 219.

1. A is something that has been done before, and serves as an example. 2. A is a man or woman who has been elected to at meetings, or to rule over a country. 3. The inauguration of George Washington, as of the United States, served as a for the inauguration of all future of our country. 4. A person or thing that another is said to have to or over that person

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or thing, but a person is never considered to be a , although he may be a if so elected, as only a thing, and not a person, can be a .

## SUPPLEMENTAL EXERCISE, 220.

1. We give precedents—precedence to persons of merit. 2. An ambassador has precedence—precedent over a consul. 3. The president—precedent has established a precedent—precedence for dealing with the trusts. 4. There is no precedent—precedence for the present high price of cereals. 5. When one thing presides—precedes another, we say that it has precedents—precedence of or to that other thing, and we sometimes say that a person has presidence—precedence to or over another.

---

PROCEED, verb, to advance, to go forward.
PROCEEDS, noun, net amount, after deducting interest, etc.
PROCEDURE, noun, act of going on, method of proceeding.
PROCEEDINGS, noun, transactions, business done at a meeting.
PRESCRIBE, verb, to give directions, to indicate remedies.
PROSCRIBE, verb, to prohibit.

## EXERCISE FOR DICTATION, 221.

1. When proceeding with your studies, it is better to proceed slowly at first. 2. The proceeds of the discounted notes have been placed to your credit. 3. This is the usual method of procedure in such cases. 4. The proceedings of the meeting were written in the minute book. 5. The doctor prescribed the medicines for his patient. 6. The use of intoxicating liquors is strictly proscribed.

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## EXERCISE FOR TRANSCRIPTION, 222.

1. In all your work you should with care. 2. The of the sale were invested in business. 3. The of the meeting were characterized by the most careful attention by the audience. 4. We usually adopt the method of adopted by others and with caution. 5. The doctor rest for his patient, and strictly the use of any medicines.

## SUPPLEMENTAL EXERCISE, 223.

1. We could not proceed—procede rapidly in the darkness. 2. The proceeds—procedure of the investment amounted to quite a sum. 3. They adopted the method of procedure—proceedings followed by their predecessors. 4. The doctor said he would prescribe—proscribe something for the patient. 5. The laws proscribe—prescribe the commission of all crimes. 6. The teacher said he would prescribe—proscribe the methods to be followed.

---

POPULACE, noun, the people.
POPULOUS, adj., having many people.
POPULAR, adj., liked or admired by the people.
POPLAR, POPPLE, varieties of trees.
PEDAL, adj., pertaining to the foot.
PEDAL, noun, (pron. ped-al,) a treadle, operated by the foot.
PEDDLE, verb, to sell from house to house.
PORTION, noun, a part divided or set off.
POTION, noun, a draught, a dose of medicine.

## EXERCISE FOR DICTATION, 224.

1. The entire populace was very much excited about the matter. 2. Some sections of the country are more populous than others. 3. Verdi's Trovatore is the

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most popular of all his operas. 4. The poplar is a tall tree, but the popple is smaller, with a quivering leaf, and is also called the aspen. 5. Some animals have claws on their pedal extremities. 6. Bicycles are operated by pedals. 7. The man who started out to peddle goods did not make a success of the business. 8. Each of the heirs got the portion of the property left by the will. 9. The sick man drank the potion with a wry face.

## EXERCISE FOR TRANSCRIPTION, 225.

1. Generally, the of European countries, especially in the most districts, is not as intelligent as in America and England. 2. Mr. Edson stands very high in public estimation, and is a very man, 3. There was a row of tall, slim trees on both sides of the road, and several trees in the field, which were distinguished by their trembling leaves. 4. If your extremities are too large for your shoes, you must suffer the consequences. 5. There is a loud and a soft on every piano. 6. If you undertake to small wares from house to house, you may make a decent living. 7. Your of the estate is the same as mine. 8. The man who drank the found it was not medicine, but poison.

---

PRACTICE, noun, repetition, custom, method of doing things.

PRACTISE, verb, to do things repeatedly.

PRACTICAL, adj., useful, efficient, that which has been done before.

PRACTICALLY, adv., substantially, to all intents and purposes.

PRACTICABLE, adj., feasible, possible, that which may be done.

PRACTICABLY, adv., possibly, probably.

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## EXERCISE FOR DICTATION, 226.

1. It is the practice in some countries to reap grain by hand, as the use of the harvester is not regarded as practicable. 2. It is practically impossible to discover the north pole, and it is of little practical value to science, even if discovered. 3. It is, practically, a waste of time to study those things that will be of no practical value to you. 4. It is said that "practice makes perfect," so unless you practise what you study it will be of no practical value to you.

## EXERCISE FOR TRANSCRIPTION, 227.

1. We must economy if we would become wealthy. 2. Education is of great value to every one. 3. It is certainly to use the steam plough in the soil of the western states, and its utility has been demonstrated by actual and experience. 4. It has been demonstrated that it is to build houses in sections, and ship them anywhere, and put them up as well as if constructed on the spot.

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PAYROLL, noun, list of employees, with amount paid each; the sum paid to employees for their services.

PAROLE, noun, word of honor, verbal promise, military password.

PAROL, adj., verbal, oral, spoken, not written.

## EXERCISE FOR DICTATION, 228.

1. The factory now has a large number of men on its payroll. 2. The officer was permitted to go out on parole. 3. Parol evidence is generally preferred to written depositions, as the witness can be cross-examined, but parol agreements are not as good as writ-

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ten contracts, because they are more difficult to prove. 4. Our payroll has increased since we extended our plant.

## EXERCISE FOR TRANSCRIPTION, 229.

1. The contractor gave his to perform the work according to agreement. 2. Officers in the army are usually allowed to go out on , but the men must have the countersign. 3. It is always the of a business that absorbs the larger share of the profits. 4. Some persons very properly regard a of honor quite as binding as an oath. 5. A written agreement proves itself, but a contract must be proven by witnesses in case of a dispute. 6. In every solvent business, the is the first thing to be provided for.

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QUIET, adj., still.
QUITE, adv., entirely, wholly, perfectly, very; adj., considerable.
QUARTS, noun, pl. of quart, one-fourth of a gallon.
QUARTZ, noun, a silicate mineral.
QUIRE, noun, twenty-four sheets of paper.
CHOIR, noun, (pron. quire,) a company of singers.
QUOIN, noun, (pron. coin,) a wedge.
COIN, noun, metallic money.
COIGN, or COIGNE, noun, a corner or position.

## EXERCISE FOR DICTATION, 230.

1. It is more quiet in the country than in the city. 2. We are not quite ready yet to go. 3. He is quite the gentleman. 4. It takes four quarts to make a gallon. 5. Quartz is a rocky formation of silica. 6. He bought a quire of paper to write on. 7. The church choir

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practices every Saturday evening. Printers use quoins to lock up their type forms. 8. There is more paper money than coin in circulation. 9. If you can get a coign of vantage you can see the whole landscape spread out before you.

## EXERCISE FOR TRANSCRIPTION, 231.

1. It is always more in the night than in the daytime. 2. We were near the shore, and could look off at quite a distance on the sea. 3. He lay perfectly during the operation. 4. We live near the city, and yet it is very there at all times. 5. Two of anything are equal to half a gallon. 6. Gold and silver ore is found in . 7. Twenty of paper make a ream. 8. The sang a beautiful anthem in the church. 9. The that printers use are in the form of double wedges. 10. The debt was paid in gold . 11. A of vantage is supposed to be some place from which a good view can be had.

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RESPECTFULLY, adv., with deference or respect.

RESPECTIVELY, adv., individually, each by himself or herself.

REALITY, noun, fact, that which is real or actual.

REALTY, adj., pertaining to real estate, noun, real estate.

## EXERCISE FOR DICTATION, 232.

1. We respectfully solicit your inspection of the goods. 2. We hope that each one, respectively, will have a good report when the time comes. 3. In reality, there have not been many transactions in realty of late. 4. It is expected that each one in the class will listen

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respectfully, and that each will, respectively, learn the lessons that are assigned. 8. Quotations in realty transactions have been so largely in excess of previous prices that it is feared some operators may lose heavily. 9. We expect each man, respectively, to do his duty, and that each will respectfully salute his superior officer; in reality, we must insist on strict discipline at all times.

## EXERCISE FOR TRANSCRIPTION, 233.

1. Each one, , as he entered the room, took his place, and listened to the teacher. 2. Dealers in often find the is quite different from what they anticipated. 3. The great audience listened to the speaker, and each showed , by his demeanor that he was deeply interested. 4. The market is in a disturbed condition, and rents are going up every day. 5. In , we hardly know whether there will be any improvement for some time. 6. Each of the prospective buyers put in his bid, in the transaction, and, in , each waited till the bids were opened.

## SUPPLEMENTAL EXERCISE, 234.

1. We respectfully—respectively invite your attention to our realty—reality proposition. 2. Each bid will be opened respectively—respectfully (separately) and will be respectfully—respectively considered. 3. The reality—realty market seems to be improving, and, in realty—reality, it begins to look now as though the boom had come to stay. 5. Although there are many men engaged in the reality—realty business, each one, respectfully—respectively, seems to be doing well. 6. We will listen respectively—respectfully to whatever you may say.

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ROE, noun, species of deer; spawn of fish.
ROW, (ro,) noun, rank, series; verb, to propel a boat.
ROW, (row,) noun, riot, disturbance.
ROAD, noun, a way for vehicles.
ROWED, (rode,) verb, past tense of row, (ro.)
RODE, verb, past tense of ride; did ride.

## EXERCISE FOR DICTATION, 235.

1. The hunter shot a roe in the woods. 2. Many people like to eat shad roe. 3. There is a row of houses in every street. 4. The students are going to row a race on the Thames river. 5. There was a row among the boys during the game of ball. 6. There is a good road between our house and the village. 7. We rowed across the river in a skiff, and then rode to our destination in a wagon. 8. There is a row of elms on the road. 9. The boys who rowed the race got into a row over the distribution of prizes.

## EXERCISE FOR TRANSCRIPTION, 236.

1. The of the shad is considered to be dainty food. 2. A fawn and were seen together in the edge of the woods. 3. The houses collapsed and fell like a of bricks. 4. We went out for a on the river. 5. We frequently on horseback on the to the village when we were in the country. 6. Sometimes we out on the lake in the moonlight. 7. The men who were repairing the got into a because their foreman away on horseback without paying them off.

---

RAIN, noun, drops of water from the clouds; verb, to descend in the form of water drops.
REIN, noun, a bridle; verb, to guide with a bridle
REINS, noun, pl., the loins or lumbar region of the body. (continued on next page.)

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REIGN, noun, duration of government; verb, to rule or govern.
ROUGH, adj., not smooth, coarse.
RUFF, noun, a wide, ruffled collar.
ROUT, verb, to expel, to turn out or dig out. Noun, a driving or turning out.
ROUTE, noun, (pron. *roote,*) a way or direction.

## EXERCISE FOR DICTATION, 237.

1. The rain moistens the ground. 2. When the rein broke, the horse ran away. 3. He tried to rein the horse to the side of the road. 4. He wore a girdle about his reins. 5. The long reign of Queen Victoria was mild and beneficent. 6. The roads are generally rough in the spring. 7. In former times, men wore a ruff instead of a collar. 8. Some birds have a ruff of feathers about their necks. 9. All hands were routed out at an early hour, and when they got the rout, they turned out in haste. 10. We took a direct route over the mountains. 11. Wood engravers rout out that part of the cut that is to be blank or white. 12. It is uncomfortable to travel in rough weather.

## EXERCISE FOR TRANSCRIPTION, 238.

1. We keep off the with an umbrella. 2. We guided the horse with a , and it was always easy to him up to the hitching post. 3. The cowboy wore a leather band about his hat, and a belt about his . 4. No one can tell how long the present Spanish will continue. 5. No one enjoys a sea voyage in weather. 6. The noblemen and women wore great about their necks in Queen Elizabeth's time. 7. We attacked the fort and ed the enemy in fine style. 8. We went to Canada by a new , which is shorter than the old way. 9. Engravers now engravings with a ing machine.

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RIGHT, adj., correct, true; noun, truth, justice, etc., v. to set right.
RIGHTS, noun, pl., things to which one has a just claim.
RITE, noun, a ceremony.
WRITE, verb, to form characters.
WRIGHT, noun, a workman.
ROTE, noun, repetition of words from memory.
WROTE, verb, past tense of write, did write.

## EXERCISE FOR DICTATION, 239.

1. Remember that truth is always right, and every human right is an inalienable one. 2. It is your duty to right all wrongs whenever possible. 3. One of the peculiar rites of the people of India was the suttee, or burning a widow alive on the death of her husband; they thought this was right, to prevent her from marrying again, and as they could neither read nor write, and had strange ideas of right and wrong, they established this rite many years ago. 4. Formerly a man who worked at a trade was called a wright, but we now use this word only in compounds, as *wheelwright, millwright,* etc. 5. Whatever Shakespeare wrote has been repeated by rote by hundreds of actors.

## EXERCISE FOR TRANSCRIPTION, 240.

1. If you always do you will not be amenable to the law. 2. You have a to ask questions, but there is no question but that women should have their . 3. The Masonic of burial is an impressive ceremony. 4. Whatever you for others to read should be as to spelling and grammar. 5. A ship is a man who builds ships. 6. People who say over things by , do not always have an intelligent idea of what they are saying. 7. Milton, who the poem of "Paradise Lost," was blind.

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RAISE, verb, to lift up; to build up, to procure.
RAZE, verb, to tear down, to destroy.
RAYS, noun, pl. of ray, sunbeams, or beams of light.

## EXERCISE FOR DICTATION, 241.

1. They are going to raze the old building that stands on the lot, and intend to raise a new structure in its place. 2. The rays of the sun give light to all the world. 3. If we can raise a sufficient amount to enable us to pay off our indebtedness, we hope to emerge from our present embarrassment in the near future.

## EXERCISE FOR TRANSCRIPTION, 242.

1. A man and his son were seen in the distant scene walking under the of the sun by day and the of the moon by night. 2. They will all the buildings on one side of the street in order to make it wider. 3. We expect to a large crop of corn this year. 4. We intend to the old building and a new one in its place that will not be so much exposed to the of the sun.

## SUPPLEMENTAL EXERCISE, 243.

1. The rays—raze of the sun are very warm in summer. 2. Whole fields of grain were razed—raised to the ground by the storm. 3. We expect to raze—raise a large building for our new store. 4. The raise—rays of light are reflected from bright surfaces. 5. We can not raze—raise the new building till we raise—raze the old one. 6. No raise—rays of light are as powerful as the raze—rays of the sun. 7. The government razed—raised a large army to meet the invading enemy.

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STATUE, noun, an image, generally of marble or bronze.
STATUARY, noun, collection of statues.
STATURE, noun, height of a person.
STATUTE, noun, a law.
STATUTORY, adj., pertaining to a statute.
STATUS, noun, state or condition.
STATU, noun, in the state, or condition of. (Usually preceded by *in* and followed by *quo,* as "in statu quo."

## EXERCISE FOR DICTATION, 244.

1. Gen. Curtis, a man of imposing stature, was a member of congress when the fugitive slave bill was about to become a statute. 2. The status of the entire country was very much disturbed, and he held the proposed legislation in statu quo for a while, and stood lake a statue on the floor of the house in opposition to the statute. 3. There is a statue in the garden of great stature, which was placed there in accordance with a statute of the legislature, when the status of partisan controversy was in statu quo, and the status quo still continues. 4. By a statutory provision, the statuary was placed in the capitol.

## EXERCISE FOR TRANSCRIPTION, 245.

1. The of Liberty stands in the harbor of New York, and is of very great . 2. A was enacted by congress which provided that the existing between the two countries should not be disturbed, and, for the present, affairs remain in quo. 3. The present of trade is satisfactory, but if congress should enact the proposed , the effect might be serious. 4. The quo between the two countries remains undisturbed. 5. There are laws to regulate commerce. 6. There is a large collection of in the art gallery.

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## SUPPLEMENTAL EXERCISE, 246.

1. A statue—stature was erected to the memory of Abraham Lincoln. 2. The Japanese are generally of small stature—statue. 3. There are many statues—statutes that are not fully enforced. 4. The moral status—statue of a country depends on its religious development. 5. Nothing has been done, and everything remains in status—statu quo. 6. There is a great display of statuary—statutory in the Louvre in Paris. 7. A statutory—statuary enactment is an act passed by congress or the legislature.

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STATION, noun, place, position, location, depot.
SITUATION, noun, occupation, position, location.
CITATION, noun, a summons, a quotation.
STATIONARY, adj., fixed, standing, permanent.
STATIONERY, noun, wares sold by a stationer.

## EXERCISE FOR DICTATION, 247.

1. The lighthouse stands on a stationary foundation. 2. The train has arrived at the station. 3. I have secured a desirable situation. 4. You must obey the citation of the court. 5. The stationer keeps a large supply of stationery for sale. 6. The house has all modern improvements, including hot and cold water and stationary tubs. 7. The speaker gave a citation from Shapespeare. 8. The building occupies an eligible situation near the railway station.

## EXERCISE FOR TRANSCRIPTION, 248.

1. The ship remained for a while, as there was no wind. 2. All is furnished free to members of congress. 3. There was a wall on the boundary line. 4. The President occupies the highest

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in this country. 5. The which I secured was not a desirable one. 6. The court issued a for the appearance of the plaintiff. 7. A engine is one that does not move from to like a locomotive engine.

## SUPPLEMENTAL EXERCISE, 249.

1. It is not every one who is fitted to occupy a high station—situation in the business world. 2. Whatever is built on a stationary—stationery foundation is pretty sure to stand. 3. There is nothing in the stationery—stationary line that we require at present. 4. It will be necessary for you to obey the situation—citation of the court. 5. We pay out a good deal of money for stationary—stationery during the year. 6. There is a large stationery—stationary engine in the building for running the machinery.

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SIGHT, noun, vision.
SITE, noun, a location, as for a house.
CITE, verb, to summon, to recite or quote.
SEEN, part. of see.
SCENE, noun, a view, a picture.
SEINE, noun, a fishing net. Name of a river.

## EXERCISE FOR DICTATION, 250.

1. Sometimes when they cite a man to appear in court, he is liberated on bail, but Blackstone cites a case where a man, whose sight was poor, and who formerly owned the site on which the jail stood, was cited to appear before a judge, and no bail was allowed, because if he could commit the crime of which he was charged, when his sight was bad, and being the former owner of the site on which the jail stood, they could not cite him to appear again if he was let go on bail.

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2. We have seen the scene you mention, where a fisherman was seen casting his seine into the river Seine, and it was as pretty a scene as we have ever seen. 3. We will draw on you for the amount at three days' sight.

## EXERCISE FOR TRANSCRIPTION, 251.

1. When one loses his and is unable to see, it is a very serious loss. 2. The house stood on a very eligible , on the brow of the hill. 3. He ed a case where a man who had lost his , was groping his way along the road. 4. A few fishermen came on the , and were wending their way toward the river with a in their hands for catching fish. 5. Some fishermen do not use for fishing, but prefer the hook and line, and would not be using anything else. 6. It was a pretty represented by a picture of a in Italy, which the artist had there, in which a man was with a for catching fish, on the of an old castle, the owner of which had been ed to court for some political crime. 7. You may draw on us at ten days' .

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SUIT, noun, a set or number of articles; verb, to fit or satisfy.
SUITE, noun, (pron. sweet,) a succession or following, as a retinue, or suite of rooms.
STRAIGHT, adj., direct, not crooked.
STRAIT, noun, a narrow passage, a difficulty.
STRAITS, noun, pl. of strait
STAID, adj., sober, steady, dignified.
STAYED or STAID, verb, past tense of stay; did stay.

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## EXERCISE FOR DICTATION, 252.

1. This is a fine suit of clothes, and I am sure they will suit you very well. 2. The prince and his suite arrived by steamer. 3. It is easier to go around a hill than to go straight over it. 4. There was a strait and winding pathway up the mountain. 5. His expensive habits got him into straits from which he could not easily extricate himself. 6. We found Mr. Renfrew a very staid man, and we stayed there some time as his guests. 7. By going straight across to the straits you will find the tailor, who occupies a suite of rooms there.

## EXERCISE FOR TRANSCRIPTION, 253.

1. He bought the of clothes, and they him perfectly. 2. His majesty was attended by an extensive of courtiers. 3. They engaged a of rooms at the hotel. 4. After going across the bay we came to the between the hills. 5. The man was in great because he could not pay his bills. 6. The very and quiet young man who with us last week, and occupied a of rooms, wanted to buy a of clothes, but being in financial he asked for credit, and as his demeanor had been perfectly the tailor trusted him.

---

SOLD, verb, past tense of sell; did sell.
SOLED, part. of sole, to put soles on shoes.
SOULED, adj., having soul or spirit.
SUM, noun, the total amount.
SOME, adj., or noun, part or few.
SOMETIMES, adv., occassionally. (Always one word.)
SOME TIME, (nearly always two words,) at some period of time.

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## EXERCISE FOR DICTATION, 254.

1. Shoes that are sold at a low price soon have to be soled and heeled. 2. We sold some of the goods for the same sum that we paid for them. 3. He was a whole-souled man, and sometimes too generous for his own good, but he expects some time to come into possession of a fortune. 4. We will send you something on account some time this month, but can not send the entire sum till we have sold our new crop. 5. We sometimes think that we may some time be able to buy the house.

## EXERCISE FOR TRANSCRIPTION, 255.

1. It happens that when boots are half- they are as good as new. 2. The property was at a good price, and realized a handsome for the heirs. 3. A whole- man is always well liked. 4. We have warm weather in January, but we have not had any warm weather now for . 5. We can not pay the whole this month, but we will pay of it now and the rest during the next month. 6. The postman comes in the morning, but he has not been here in the morning for now.

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SPECIE, noun, coined money.
SPECIES, noun, kind or class.
SPECIOUS, adj., plausible, showy, ingenious, false.
SPECIFIC, adj., exact; noun, a special remedy.

## EXERCISE FOR DICTATION, 256.

1. When specie payment was resumed, bank notes appreciated to par. 2. Pure air is necessary to the existence of the human species. 3. There is a species of

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fish that has wings. 4. A specious argument may seem to convince for the time. 5. If we are specific in our statements, we will not be liable to make mistakes. 6. There is a species of men who advance the specious statement that specie is unnecessary in the transaction of business, and that the manufacture of jewelry is the only specific use to which it should be put. 7. Quinine is said to be a specific for chills and fever.

## EXERCISE FOR TRANSCRIPTION, 257.

1. Every bank must have a certain amount of as well as bills in its vaults to meet the demands of depositors. 2. There is a of shark that will eat the human , and it is called the "man eating shark," he is not as in his diplomacy as the human shark, but he has greater gravity. 4. It is a plea, and not a statement, that the human can not live without , or some other form of money. 5. Some doctors think that squills is the best for colds.

## SUPPLEMENTAL EXERCISE, 258.

1. There are many species—specie of trees in the American forests. 2. There is an immense amount of specie—species in the vaults of the treasury in Washington. 3. The human species—specie possess a higher order of intelligence than animals. 4. A specious—species argument is not always convincing. 5. The man bought the property for specious—specific purpose. 6. There is little gold species—specie in circulation. 7. There is a specie—species of fish that have no eyes. 7. The medical profession does not approve of species—specifics in the form of proprietary medicines.

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TRACTS, noun, pl., parcels, as of land, extent of country; small pamphlets, usually on religious subjects.

TRACKS, noun, pl. of track, rails for cars, footprints.

THERE, adv., in that place. Also used before parts of the verb "to be" like an impersonal expletive, having no distinct definition, as "there was a man," "there will be trouble," etc.

THEIR, pron., pos., belonging to them.

TEAM, noun, span of horses, yoke of oxen, etc.

TEEM, verb, to abound.

## EXERCISE FOR DICTATION, 259.

1. There are large tracts of land in some of the western states, that are still undeveloped, and their value, which is small at present, is likely to be largely enhanced as soon as the tracks for the new railroad are laid. 2. The government still has large tracts of land for sale, through which surveys have been made for the tracks of new railroads, where the tracks of the white man have seldom been seen. 3. The forests teem with wild animals, and it is next to impossible to get a team to convey you to a place of safety.

## EXERCISE FOR TRANSCRIPTION, 260.

1. In one of the expeditions of the celebrated hunter, Deerslayer, he found the of an animal which were new to him, and appearance filled him with some alarm at first, but when he saw was no danger to be apprehended, he sat down under the shade of a tree, and began to read one of the that a man had given him some days before. 2. The vessels that in our harbor add to our prosperity. 3. It required a strong of oxen to draw the load, as was not a of horses to be had on the premises.

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THEREFORE, conj., or adv., for, or because of that reason.

THEREFOR, adv., for it, for that, for that purpose.

## EXERCISE FOR DICTATION, 261.

1. I am not prepared, and therefore can not go at present. 2. We are not ready yet for the goods, and therefore do not wish you to ship them now. 3. If you are going on the journey you should prepare therefor without delay. 4. The goods are not as represented, and therefore we will return them to you. 5. We will agree to purchase the house and pay therefor as stipulated. 6. We have become immerged in financial difficulties, and therefore can not tell when we can pay off our indebtedness. 7. He could not secure the means for carrying out the provisions of the contract, and being unable to provide therefor, he was, therefore, obliged to forfeit the amount he had deposited therefor. 8. I must start on my journey tomorrow, and therefore I must prepare therefor at once.

## EXERCISE FOR TRANSCRIPTION, 262.

1. Having bought the house, we must pay before we can secure the deed, and we must make diligent preparations at once. 2. When we build a house, it is necessary that we should procure a permit before we can proceed with the work, and we must apply in due season. 3. In order to develop your mind it will be necessary that you should prepare by a course of study, and I will tell you the best method in which you should proceed. 4. I fear we are too late, and we may miss the train.

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## SUPPLEMENTAL EXERCISE, 263.

1. I would like to go, but I am not prepared therefor —therefore, and therefore—therefor I must remain. 2. He wished to secure the cash discount on the goods, and therefore—therefor he paid therefor—therefore in advance. 3. I must pay the note when due, and therefor—therefore I must secure the funds therefore—therefor at once. 4. I wish to take a civil service examination, and therefor—therefore I must prepare therefore—therefor in due season. (Note. *Therefore* usually comes before the verb, and *therefor* after it.)

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TO, prep., toward, and arriving at. Has also various other significations, as "marching *to* music," come *to* time," etc.

TO, part of infinitive mood, when it has no special definition, as "*to* think," "*to* study," etc.

COME TO, verb, to revive.

FALL TO or SET TO, verb, to start, commence, or go at a thing.

SET-TO, (hyphened) noun, a contest, struggle or fight.

LEAN-TO, (hyphened) adj., sloping, as a roof, in one direction.

TWO, the numeral, 2. To "cut or break in two" means "in two parts."

TOO, adv., (generally an adv. of degree,) a word denoting excess, when it modifies an adj., or other adv., as "too large," "too high," etc. As a primitive adv., "too" means also, as, "If you go, I will go *too*."

## EXERCISE FOR DICTATION, 264.

1. When we went to the beach, instead of finding too many bathers there we found, in fact, only two.

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2. We were too much interested in the scenery to take note of the passing events, and the first thing we knew we came to a sudden stop, and all hands had to get out and set to and help clear away the obstruction. 3. One lady fainted, but came to shortly. 4. Two of the men had a set-to, but soon had too much of that kind of sport, and as the time was too short, and we had too little interest in that sort of thing, we all set to and got ready for our departure. 5. The house had a lean-to roof. 6. If you commence the study, I will take it up too. 7. The stick was too long and we had to break it in two.

## EXERCISE FOR TRANSCRIPTION, 265.

1. There were men who went miles and became tired to set or fall and help about the work. 2. When the men had a set- , one of them was knocked unconscious, but came in a short time. 3. The rope was tied so tightly that we had cut it in ; then we all fell and finished the work. 4. In one place the channel was narrow pass through without difficulty, but the boat ahead of us went through, and our captain said that he could go . 5. There was a lean- roof on the house. 6. The price was high, and we could buy only pounds.

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TREATIES, noun, pl. of treaty, an agreement, generally between nations.

TREATISE, noun, an essay, giving details extensively of a subject.

TIER, noun, rows, as of seats, one above another.

TEAR, (pron. *teer,*) noun, lachrymal drops from the eye.

TARE, noun, a weed; a deduction from weight.

TEAR, (pron. *tare,*) verb, to rend.

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## EXERCISE FOR DICTATION, 266.

1. The benches were arranged in tiers, sloping upward. 2. His grief was so great that he shed tears like a child. 3. Many treaties have been made between countries that have been disregarded. 4. Mills wrote a treatise on Political Economy. 5. It is not always easy to separate the tares from the wheat. 6. The tare is that part of merchandise that constitutes the boxing, cooperage, covering, etc. 7. We often tear our clothes on a projecting point if we are not careful. 8. Many treaties were made with the Indians in the early days of the colonies.

## EXERCISE FOR TRANSCRPTION, 267.

1. England and France made many during the fifteenth and sixteenth centuries. 2. Flint wrote a on medical jurisprudence. 3. He piled the boxes up in above one another. 4. Children shed on the slightest provocation. 5. The on merchandise is the actual weight of the cooperage, etc., while tret is an allowance of about four per cent for shrinkage. 6. Any kind of weed may be called a . 7. Mr. Simmons said he was loth to go, but he must himself away. 8. Among the made with the Indians, that of Penn was probably the most noted.

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UP-TO-DATE, (hyphened,) adj., modern, fashionable, new.

UP TO DATE, (not hyphened,) up to the present time.

FIRST-CLASS, (hyphened,) adj., the best of its kind, excellent.

FIRST CLASS, (not hyphened,) the highest class or rank.

A-No. 1, or A-1, adj., highest grade.

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## EXERCISE FOR DICTATION, 268.

1. Up to date, there has been no change in the matter of prices, but we expect shortly to receive a stock of goods that will be up-to-date in every particular, and then prices may be higher. 2. Everything is now in first-class shape, and if we are not in the first class, so far as our business is concerned, it will not be our fault. 3. All those in the first class ought to be first-class spellers. 4. We have received no reply to our letter, up to date, and if you are not more prompt in your correspondence, we fear you will lose your reputation for being an up-to-date house. 5. Our new goods are A-1, and up-to-date in every respect, and their effect can not fail to impress you favorably, as we assure you they are A-No. 1 and first-class throughout.

## EXERCISE FOR TRANSCRIPTION, 269.

1. We have not heard from you , but hope to have an order from you soon, as we assure you that, in style, our goods are strictly , and as to quality, they are in every particular. Our house is well known to the trade, and ranks in the Mercantile Agency reports, and we stand in the for fair dealing and probity.

---

VOCALIZE, verb, to sing, to use the voice.
VOWELIZE, verb, to use or insert vowels.
VOCATION, noun, a business, profession or calling.
AVOCATION, noun, occasional employment, diversion, a side line.

## EXERCISE FOR DICTATION, 270.

1. He was practicing his music and vocalizing all day long. 2. It is a good exercise for the lungs to

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vocalize frequently. 3. All words should be properly vowelized. 4. Mr. Smith's vocation is that of a lawyer, but he employs his leisure in the avocation of painting. 6. Signor Ammon, whose vocation is that of an opera singer, and who vocalizes nightly to the elite of the city, amuses himself by giving occasional lessons in Italian, by way of avocation.

## EXERCISE FOR TRANSCRIPTION, 271.

1. By using the voice, and ing judiciously you may strengthen the lungs. 2. By ing your shorthand notes, you will be able to read them more easily. 3. Mr. White's is that of a stock-broker, but he employs his leisure in the study of astronomy as an . 4. If you wish to excel as a vocalist, you should several hours every day. 5. In longhand you your words as you write them.

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VALUABLE, adj., of value or worth.
VOLUBLE, adj., talkative.
VERACITY, noun, truth.
VORACITY, noun, eating to excess.
VERY, adv., exceedingly.
VARY, verb, to change.
VERIFY, verb, to make true, to confirm.

## EXERCISE FOR DICTATION, 272.

1. Mr. Barnes says he has a very valuable horse, but he is a very voluble man, and his veracity may sometimes be questioned. 2. While there may be a question about the veracity of the man, there is no doubt as to the voracity of the horse, whose appetite never seems to vary. 3. We asked him if he could verify his statement, and he said that as he was a man of well-known veracity it was not necessary for him to verify the statement.

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## EXERCISE FOR TRANSCRIPTION, 273.

1. Mrs. Emmons has a very dog, which she says is worth several hundred dollars, and as no one doubts her , it is not necessary to ask her to her statement. 2. Young Johnson is not worth much to his employer, but he is a great talker, and so they say he is more than . 3. He keeps a tame bear in his back yard, but the of the animal is so great that he says the food he eats is more than the bear. 4. No one doubts the of the story of finding a cannibal island in the Indian ocean, any more than they do the of the cannibals. 5. The planets never in their orbits, except in accordance with fixed laws, a fact which astronomers by careful calculations.

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WEAR, verb, to put on, as clothes; to give good service. Noun, the things that are worn.
WARE, noun, utensils, dishes, implements. Verb, to beware.
WADE, verb, to walk in the water.
WEIGH, verb, to ascertain weight; to consider.
WEIGHT, noun, specific gravity.
WEIGHED, past of weigh, did weigh.
WAY, noun, course, direction.
WAIT, verb, to arrest progress.
WRAPPED, past of wrap, did wrap.
RAPPED, verb, past of rap; did rap or knock.
RAPT, adj., absorbed, transported, deeply attentive.

## EXERCISE FOR DICTATION, 274.

1. We generally wear what is fashionable, and if it is serviceable, and wears well, so much the better. 2. It is possible to swim where you can not wade, or to

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wade where you can not swim, but if you are weighed down with heavy clothing, you may not be able to either swim or wade. 3. The parcel was wrapped securely. 4. We rapped at the door several times, but the occupant of the house seemed to be so rapt in his occupation that he failed to hear us. 5. Among the articles in a department store are hardware, tinware, woodenware, silverware, men's wear, boys' wear, women's wear, and all kinds of wares. 6. They say that "where there's a will, there's a way." 7. If we wish to know what a thing weighs, so as to ascertain its exact weight, we must weigh it on the scales.

## EXERCISE FOR TRANSCRIPTION, 275.

1. If we have enough to eat and to we do not need to the inclemency of the weather. 2. In hard stores we sometimes find tin and silver , and in clothing and dry-goods stores we find men's , women's and children's . 3. If we are when we in the water we will find that we will not so much as when we are on the land. 4. If we wish to know our we must be on the scales, but if we are in a hurry, and can not , we must find some other of ascertaining our . 5. The hard was in heavy paper, and on the scales to ascertain its , and then sent by express, as they could not for the goods to go by freight. 6. Some one at the door, but we were so in what we were reading that he several times before we heard him. 7. Things that are worn are called , as head , foot , neck , etc., but utensils, dishes, etc., are called , as wooden , iron , etc., but all kinds of goods are called s, in the plural, and the building in which they are kept or stored is called a house.

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WAVE, noun, a billow; water or air in motion. Verb, to move like a wave.
WAVER, verb, to falter, hesitate or be undecided.
WAIVE, verb, to set aside, to postpone consideration.
WAIVER, noun, act of setting aside; postponement of consideration.

## EXERCISE FOR DICTATION, 276.

1. We saw the tidal wave coming in, and ran for our lives. 2. The flag waved in the breeze all day. 3. We will waive consideration of the matter for the present. 4. Waiving, for the present, the question of right, we will proceed on other grounds. 5. The waiver of my client should not be regarded as a forfeiture of his claim. 6. Let us waive the opinions of others on this subject. 7. When we have made up our minds what is right, we should not waver in our purposes. 8. The waiver was accepted by the court. 9. Sound waves move on the same principle as waves of water.

## EXERCISE FOR TRANSCRIPTION, 277.

1. We will the objections for the present. 2. The counsel for the plaintiff somewhat when about to present the of his client. 3. The judge the entire matter for the time being. 4. The strong opposition he met caused him to . 5. Do not falter or in well-doing. 6. We ed our hands and kerchiefs at the departing guests, as they were borne away on the rolling s to a foreign shore. 7. Barbara Freitchie never ed when she threw the old flag to the breeze, and declared that it should continue to there all day. 8. The of the defendant's counsel was accepted by the judge.

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## SUPPLEMENTAL EXERCISE, 278.

1. The lawyer said he would waive—wave the matter for the sake of argument. 2. "Old Glory" was seen to wave—waive from every mast in the harbor. 3. The judge accepted the waiver—waver of the plaintiff's attorney. 4. A waver—waiver does not necessarily constitute the forfeiture of a claim. 5. A great tidal wave—waive swept up on the shore. 6. The prisoner seemed to waiver—waver when he was about to offer his plea. 7. The speaker said he would wave—waive consideration of the subject for the present. (Note. Waive is always a verb, and wave is generally a noun. Waiver is always a noun, and waver is always a verb.)

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WANDER, verb, to go about aimlessly, to rove.
WONDER, verb, to be astonished, to be curious to know. Noun, astonishment, curiosity.
WEATHER, noun, atmospheric conditions. Verb, to pass through safely.
WETHER, noun, a male sheep.
WHETHER, conj., which one; either.

## EXERCISE FOR DICTATION, 279.

1. People who wander about aimlessly never seem to accomplish very much. 2. We sometimes wonder why we do not all think alike. 3. No one likes cold or disagreeable weather. 4. I do not know whether I can go or not. 5. We often wonder whether the weather is going to be cold or warm. 6. When speaking before an audience you should not wander away from your subject, or your hearers may wonder what you are trying to say. 7. The captain of the ship did not know whether he could weather the storm or not. 8. The farmer sold a wether out of his flock of sheep.

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## EXERCISE FOR TRANSCRIPTION, 280.

1. We do not know the train has passed or not. 2. We are filled with when we consider the illimitable extent of the universe. 3. There is some as to who will be nominated. 4. We what the effect of the new tariff will be. 5. It may be too cold, or it may be too warm, but we are always sure to have of some kind. 6. Mr. Alvin sold a out of his flock yesterday, and we he got a good price for it. 7. It takes a staunch ship to a stiff nor'easter.

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WAIT, verb, to rest or pause. Noun, a pause or rest.
AWAIT, verb, to wait for.
WAY, noun, a pass or road, manner.
GIVE WAY, verb, to yield, to fall.
AWAY, adv., off, at a distance.
GIVE AWAY, verb, to give freely.
WHILE, adv., during. Noun, time.
AWHILE, adv., for a period of time.

## EXERCISE FOR DICTATION, 281.

1. He was gone for a while, and then returned. 2. Sit down and rest awhile. 3. Time and tide wait for no man. 4. The old way is the best way. During the fire the wall gave way, and the firmen got away with difficulty. 5. He gave away nearly all his fortune to the poor. 6. We will await your return while awaiting advices from home. 7. He waited for a while outside and then came in and stayed for a while. 8. I will wait awhile and read while awaiting your return. 9. He was gone away for quite a while, and on his return he went away again for a while.

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## EXERCISE FOR TRANSCRIPTION, 282.

1. If the walls of the house should give , it would be disastrous. 2. When you return I will go for a myself. He stayed in the country, and then went abroad for a . 4. We your reply with remittance, for which we can not any longer. 5. He pondered over the matter for and then said he would further developments before making any decision. 6. The traveler rode and then got out and walked for . 7. Once in a we hear of persons who wait before taking up a study, and then find that they have ed too long.

## SUPPLEMENTAL EXERCISE, 283.

1. I will be glad to have you stay here awhile— a while, and look after matters while—awhile I am away. 2. Some men give away—way a large part of their income for the benefit of others. 3. The new man has been a way—away so long that I fear he has gone away—a way for good. 4. We have been awaiting for—awaiting your return for some time. 5. I hope you will stay here awhile—for awhile and enjoy yourself. 6. I think I will remain in the country for awhile—a while during the summer and return to the city after awhile—a while. 7. I would be pleased to have you write me once in a while—awhile.

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# PROMISCUOUS EXERCISES

FRANK, adj., free. Verb, to send free of cost.
FRANK, noun, a name.
FRANC, noun, a French coin.
FRANCES, a woman's name.
FRANCIS, noun, a man's name. A surname for both sexes.

### EXERCISE FOR DICTATION, 284.

1. Every one admires a person who has a frank disposition. 2. The government franks the mail of members of congress. 3. The express company will sometimes frank packages for its employes. 4. The franc is a French coin, and is worth about nineteen cents. 5. A Frenchman is sometimes called a Frank. 6. Frank Jones has invested his capital in business. 7. Mr. Francis Johnson has sold his property to a neighbor of his. 8. Miss Frances Wilson is going abroad this summer.

### EXERCISE FOR TRANSCRIPTION, 285.

1. Mr. Frank—Franc Edwards intends to study law. 2. I desire to be entirely frank—franc with you in the matter. 3. The government will not frank—franc letters for the general public. 4. Frank—Franc Smith bought a cameo in Paris that cost one hundred francs—franks. 5. Cab fare in French cities is only one frank—franc a mile. 6. Mr. Frances—Francis Adams has opened an office in this city. 7. Miss Francis—Frances Oatman has gone to Milan to study music. Mr. Edward Francis—Frances has just returned from Europe. (Note. When used as a surname the spelling should always

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STEPHEN, a given, or Christian name.
STEVENS, a surname.
PHILIP, a given name.
PHILLIPS, a surname.
PHILIPPINES or PHILIPPINE ISLANDS, a country.
PHILIPPINOS, natives of the Philippines.
FILIPINOS, the Spanish spelling of Philippinos.
PHILOPENA, a lover's penalty, a game of forfeits by eating nuts, etc.
PHILOPENE, adj., pertaining to a philopena.

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## EXERCISE FOR DICTATION, 286.

1. Mr. Stephen Phillips and Mr. Philip Stevens have entered into partnership for the purpose of doing an export business with the Philippine Islands. 2. Frank Phillips and Frank Stevens are well named, as they both have frank and generous dispositions. 3. Mr. Francis Stevens has gone to the Philippine Islands, and his cousin, Miss Frances Phillips has returned to San Francisco. 4. Young persons sometimes eat philopenas, and then give philopene presents. 5. On some of the Philippine Islands, the Philippinos are mere savages. 6. Mr. Stephen Phillips and Miss Frances Stevens ate a philopena, and he afterwards gave her a philopene present.

## EXERCISE FOR TRANSCRIPTION, 287.

1. Mr. Phillip—Philip Jones has engaged passage for the Philippines—Phillipines. 2. Mr. Stephen—Steven Smith will accompany Mr. Philips—Phillips to the Philippines—Phillipines. 3. Miss Sadie Stevens—Stephens and Mr. Frank Philipps—Phillips ate a philopena—phillipino, and she was obliged to give him a philopene—philippine present. 4. The natives of the Philopene—Philippine Islands are called Phillipinos—Philippinos.

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## SOME SPECIAL WORDS.

*The following should be written as one word*: Something, anything, nothing, everything; somebody, anybody, nobody, everybody; somewhere, anywhere, nowhere, everywhere; sometimes, inasmuch, nevertheless, although and percentage.

*The following should be written as two words*: Some one, any one, no one, every one; some time, any time, no time, every time; some things, to wit, per cent and all right.

Note. "Sometime" is written as one word when it means "former," as "the sometime minister to Sweden;" and we frequently see "someone," "anyone" and "everyone" incorrectly written as one word, altho' the impracticability of compounding "no one" should show that the other words should not be compounded. "Alright" is simply an abomination.

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## EXERCISE FOR DICTATION, 288.

1. Some one has said that no one can know everything, but if he knows something it is better than nothing. 2. Any one may learn something about anybody, although he may not be able to learn everything about everybody. 3. No one can tell whether any one has been there or not. 4. Some one is always sure to be in the way, whether any one wants him there or not. 5. We have sometimes read or heard that no one knows everything or has been everywhere, but every one knows that he can go anywhere and everywhere, and see anything and everything if he has enough money. 6. We sometimes think it is all right to do things at any time; nevertheless it is better to do them—or, at least, ninety per cent of them at some time, rather than at no time. 7. Inasmuch as a large percentage of the amount; to wit, $5,000, has already been paid, another payment will not be required for some time.

## EXERCISE FOR CORRECTION, 289.

1. No one—noone can tell what any one—anyone can accomplish till he makes an effort. 2. It is not every one—everyone who can do everything—every thing, and although—all though he may do something—some thing, it is far from doing every thing—everything. 3. People some times—sometimes imagine they can do almost any thing—anything, but they find that it requires sometime—some time to do next to no thing—nothing; nevertheless—never the less it is possible to effect good results sometimes—some times, in as much—inasmuch as anyone—any one can do some thing—something at some time—sometime and some where—somewhere. 4. A large per centage—percentage of the population of great cities; to wit—towit—to-wit, at least forty percent—per cent, has never been any where—anywhere beyond the limits of their own city. 5. It is allright—alright—all right to have a desire to go every where—everywhere, and see the world; nevertheless—never the less, the great per centage—percentage of the people never go any where—anywhere. 6. Everyone—every one hopes that he may be some body—somebody at some time—sometime, but it takes many years to climb to the top. 7. Everything—every thing that any one—anyone ever saw in regard to anyone's—any one's connection with the occurrence would satisfy any body—anybody that no one—noone knew any thing—anything about the matter, nor could any one—anyone say whether he ever saw any thing—anything, something—some thing or no thing—nothing, anywhere—any where, concerning the affair.

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## SUNDRY LETTERS,

*Containing special words in previous exercises.*

### EXERCISE FOR DICTATION, 290.

DEAR SIR:

It is not too much to say that you have altogether overestimated the ability of the man, and even if you had ten men all together, it is doubtful if they could do the work any better, in effect, than it has been done heretofore.

It is altogether too soon to expect definite results from the tentative efforts so far put forth, but if the men go straight at the work and do not wander about, as they sometimes do, there is no doubt that everything will turn out all right; and that every one will be glad to know that too much reliance has not been placed on the promises already made; as we are all most heartily tired of the present conditions and altogether too much out of patience with the dilatory practices heretofore prevailing.

Yours truly,

### EXERCISE FOR DICTATION, 291.

DEAR SIR:

Yours received, and in reply would say, confidentially, that the stock formerly paid semi-annual dividends, but for the past year the dividends have been passed, with the effect of depreciating the value of the stock; nevertheless we do not think stockholders will lose anything, altho' they must wait some time before realizing any profits. Recent advices from our London correspondents, who write us frequently, indicate a better market, generally. Fully twenty-five per cent of investments here are in realty, as there is, just now, a boom in real estate, and we confidently expect a rise in prices, and, therefore, a greatly improved market.

Very truly yours.

### EXERCISE FOR DICTATION, 292.

DEAR SIR:

Your esteemed favor of the 19th inst. is received. We would say, in reply, that we have just received a new stock of goods that are up-to-date in every particular. Their principal attraction lies in the fact that there is nothing gaudy or cheap about them, but they're rich in design and unsurpassed in quality. In short they are all right and all ready for your in-

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spection. We have already received a large number of orders for them. In our Stationery Department, we have all the latest novelties, including the famous French sealing wax, in all colors, which is now so fashionable among the elite. We assure you that we employ no loose methods in our business, and lose no opportunity to secure the best goods in the market.

We understand that you intend to re-decorate your residence, as many other residents are doing, and, therefore, it will be necessary for you to procure the best materials therefor. Nothing is too good or too substantial for a house like yours, which is easily one of the finest residences in the city. Waiving all the pretensions and pretentious claims of our competitors, we simply make the statement that there is not a better stock of goods in the city than you will find in our store. We have the finest wall and ceiling papers obtainable, and can quote them at 15 cts. to 75 cts. a roll.

We have built up our business on the principle of truth, and on this broad principle we stand, and challenge the world to wrest us from the rock on which we have firmly planted our feet. We should be glad to have you call and see us. It is never too much trouble to show you our goods.

Hoping to have the pleasure of serving you in the near future, we are

Very truly yours,

## EXERCISE FOR DICTATION, 293.

Mr. Stephen Hawthorne,
Counselor-at-Law,
New York City.

DEAR SIR:

In re Phillips et al. vs Johnson et al., it has been found that under the Will of the late Thomas Johnson, certain riparian* rights were bequeathed with the property to the defendants, and almost before the funeral rites were ended the plaintiffs began proceedings to contest the Will on the ground that certain agrarian† laws, passed in the seventeenth century, gave them certain rights to the property which has been bequeathed to the defendants.

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* *shore;* from *ripa, a bank.*
† *farming;* from *agra,* a field.

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Now, as I am counsel for the contestants and you are counsel for the defendants I would like to ask whether we cannot have a conference with a view to arranging a settlement without litigation, as these riparian rights under the old agrarian laws would be likely to involve the parties to the suit in a protracted controversy.

Yours very truly,

## EXERCISE FOR DICTATION, 294.

Mr. James Mitchell,
Tamaqua, Pa.

DEAR SIR:

In re the delinquent account of Messrs. Edward Stevens & Co., for $87.50 which is long past due, and about which we have been writing you, we desire to say that unless this account is paid on or before the 1st of April next, or some satisfactory arrangement is made for its payment in the near future, we shall, without further notice, proceed at once to bring suit for its collection.

It only remains for us to remind you that any act of this kind must necessarily be injurious to your credit, and affect your standing in the community in which you live, disadvantageously, and it is with great reluctance that we are compelled to take this step under the circumstances, and we trust you will appreciate our feelings in the matter by sending a remittance at once, rendering such a step unnecessary.

With assurance of our entire regard, we remain

Very respectfully yours,

## EXERCISE FOR DICTATION, 295.

(*For writing the indented and quoted paragraph, with a quotation within a quotation.*)

Mr. Philip Stevens, Jr.,
Xenia, Ohio.

DEAR SIR:

I am just in receipt of the following telegram from the Collins Manufacturing Company of Cincinnati, Ohio:

> "We can not finish up the model for the machine you call the 'Automatic Distributer,' before the middle of next week. Will that answer?"

I await advices from you before replying to the above telegram.

Very truly yours,

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## EXERCISE FOR DICTATION, 296.

(*Letter of Introduction, with address at bottom, customary in letters of courtesy.*)

DEAR SIR:

This will introduce to you Hon. Stephen Phillips, a well-known counselor-at-law, and jurist of this city, whose principal object in visiting your locality at this time is to regain his health which has been much affected by our rigorous climate. He hopes, also, to effect the purchase of a certain piece of realty in the vicinity of San Diego, and may invest some capital there, after he has passed a few days in your city. Any courtesies extended to him will be gladly reciprocated by

Your most obedient servant,

Alfred Stevens.

To Edmond C. Browne, Esq.,
San Jose, Cal.

## EXERCISE FOR DICTATION, 297.

(*Letter containing words that are frequently misspelled.*)

DEAR SIR:

In compliance with your request I will endeavor to ascertain what the indebtedness is, and if it does not exceed the amount mentioned in your communication I will report to you definitely some time in February. The writer believes that by skillful management and good judgment the firm can undoubtedly extricate itself from its present embarrassment and pay off its indebtedness as soon as we can ascertain more definitely and absolutely what the deficiency is, and act promptly in providing the necessary equipment, as there is no outside lien on the business. Meanwhile, if it is possible to find some one who would be willing to put something into the business and become a stockholder, after being assured that he could not lose anything by the venture, if such a person is in existence anywhere, it will give us the essential aid that we require.

Hoping that by diligence and perseverance on my part, I may be able to accomplish something toward the rehabilitation of the business, and that you will render me every assistance on your part, as I know that you are actuated by motives similar to my own, I remain

Very truly yours,

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## RULES FOR THE USE OF FIGURES.

1. Use figures for *dates, sums of money, cash and trade discounts,* consecutive numbers, (with the abbreviation, *No.*) as No. 5, No. 268, etc., and for measurements of goods, merchandise, etc.

2. Figures may also be used for large amounts, as "6,000 acres," "3,500,000 people," etc.

3. Figures should NOT be used for small numbers, as 10 men, 3 hours, 5 days, etc. These should be written out in words. In fact, it is better to write out all numbers under 100 in words, and sometimes even larger amounts are better expressed in words than figures.

4. Do not use figures for fractional amounts or percentage of area, population, extent or quantity, nor the per cent of of anything except discounts. Thus you should write: "Fifty per cent of the people and one-half of the land," and not 50 % of the people and ½ of the land." And remember that "per cent" is always two words, and "percentage", one. It is better to write: "We will draw at three days' sight," than "3 days' sight."

5. Do not use figures to indicate a period of time that is not an exact date, as "the first of the month," "the first of the year," etc., and not "the 1st," etc. Generally ordinal numbers should be written out, especially in legal papers, as "the party of the first part," etc., but ordinal numbers may be expressed in figures for dates, according to rule 1. Judgment and good taste are often required in writing numbers for which no special rules can be given. Figures are like abbreviations and should be used sparingly, and with discrimination.

6. Both words and figures are used for sums of money, and sometimes for dates in legal papers, such as deeds, contracts, mortgages, etc., although now that the typewriting machine is used, a repetition is not always necessary to avoid ambiguity or uncertainty.

### EXERCISE FOR CORRECTION, 298.

(*To be dictated. The following sentences are correct as here given.*)

1. The house is No. 27 State St., and is the third one from the corner. 2. A large number of people live in this street. (Note. When "number" is not used in connection with figures it should not be abbreviated.) 3. We shipped the goods on the 27th inst., and they should arrive the last of this month or the first of next. 4. Two boys were found trying to break

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into the house. 5. We will give you sixty days' time on the goods, with a trade discount of 10% and 2½% off for cash. 6. It required two men, three days, to do the work. 7. We spent five years' time in the country. 8. Send me ten yards of the cloth at $2 a yard, as quoted. 9. New York city contains nearly one-half the population of the entire state.

(Excerpt from Contract.)

10. This agreement, made this 20th day of September, 19—, by, and between James Smith, party of the first part, and William Jones, of the second part, WITNESSETH; that for, and in consideration of the sum of Five hundred dollars, ($500) to be paid as hereinafter stipulated, it is agreed that thirty per cent of the property shall go to the eldest son; twenty-five per cent to the youngest son; twenty per cent to the daughter, and the residue to the widow.

## SUPPLEMENTARY EXERCISE, 299.

(*Strike out wrong words or figures.*)

1. We can offer you the 10—ten pieces of cotton cloth at five and one-half—5½ cts. a yard, less three per cent—3% trade discount, and two per cent—2% off for cash. 2. We found fifty per cent—50% of the population without the means of subsistence. 3. More than two-thirds 2-3 of the surface of the earth is covered with water. 4. Three—3 men spent two—2 days each in doing the work. 5. The building was begun on the twenty-fifth—25th of August, and occupied the second—2d and third—3d lots in the block, and were numbered two hundred and seventy-four and two hundred and seventy-six—No. 274 and 276. 6. We sent the goods on the 25th—twenty-fifth ult., and they should have arrived some time the first—1st of the month. 7. There are one million, three hundred and seventy-five thousand, two hundred and twenty-five —1,375,225 acres of land in the tract.

(Excerpt from a contract.) 8. The party of the 1st—first part, in consideration of the sum of $200—two hundred dollars, ($200) hereby agrees to sell, transfer and convey the property hereinafter described to the party of the 2d—second part.

(Note. It is sometimes a matter of no importance whether figures or words are used, as we may say: "10 yards of cloth," or "ten yards;" 50 or fifty bbls. of flour; one million or 1,000,000 acres, but where the words occupy too much space, as

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in the above sentence referring to 1,375,225 acres, figures are preferable; but in no case should you use part words and part figures, as "1 million," "2 thousand," etc. If you write "the houses were numbered 25 and 27, the word "numbered" should be written out, but if you say: "No. 25 and 27," then use the abbreviation for *number*. Remember that the per cent sign, (%) and abbreviation, (No.) should be used with *figures*, but should be written out when used with *words*. Thus, you should not write "There was a large No. of people there," but "a large number;" or "twenty %" but either "twenty per cent" or "20%," as may be required.

## EXERCISE FOR CORRECTION, 300.

1. The estate is valued at two million—2 million dollars—$2,000,000. 2. About twenty-five %—25% —twenty-five per cent of the property is encumbered. 3. Quite a No.—number of the pieces are damaged. 4. There are about 2,500—twenty-five hundred—25 hundred acres in the farm. 5. We will allow you five %—five per cent—5% off for cash. 6. Our store is number—No. 79 Post St. 7. Great Nos.—numbers of people attended the World's Fair.

## ROMAN NUMERALS.

The Romans used letters instead of figures for numerals, and for this purpose the capital letters are usually employed. You should bear in mind that when letters are used as numerals, whether in the Roman or any other system, they are not abbreviations or initial letters, and should never have a period after them except when they occur at the end of a sentence, where the period must be used for the purpose of punctuation. Commas or other necessary marks of punctuation may be used after Roman numerals, the same as after figures, when they are required. In writing Roman numerals on the typewriter, care should be taken not to write the small, or lower-case *l*, (which is used for the figure 1 in the Arabic method of notation,) for the capital I, which represents the number one in the Roman method. The other numerals are represented as follows: V represents 5: IV (that is 5 less 1,) represents 4; VI, (that is 5 added to 1,) is 6; X is 10, IX is 9 and XI is 11. L represents 50; XL, 40, and LX 60. C represents 100 and XC represents 90. D represents 500, CD, 400 and DC 600. Note that when a smaller number precedes a larger, it is to be subtracted, but when it follows, it is to be added, and if there are more than one of these numerals re-

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quired, it must be repeated, as: XX represents 20, CCC is 300, DCCC is 800, &c. Never write 11 for two, or 111 for three, for 11 is eleven, and 111 is one hundred and eleven.

### EXERCISE FOR TRANSCRIPTION, 301.

I II III IV V VI VII VIII IX X XI XII XIII XIV
1 2 3 4 5 6 7 8 9 10 11 12 13 14
XV XVI XVII XVIII XIX XX XXI XXII XXIII XXIV
15 16 17 18 19 20 21 22 23 24
XXV XXVI XXVII XXVIII XXIX XXX XL L LX
25 26 27 28 29 30 40 50 60
LXX LXXX XC C CC CCC CD D DC DCC
70 80 90 100 200 300 400 500 600 700
DCCC MC or DCD or DCCCC CXI MDCDVII or
800 900 900 900 111
MCMVII or MDCCCCVII.
—1907—

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## COMPOUND AND HYPHENATED WORDS.

The tendency seems to be, more and more, to compound words that were formerly written separately, but care should be taken not to compound or hyphen words that retain their distinctive character. When two words are united to form one idea, with a new or single meaning, and but one of the words is accented, the rule is to write them as compound words. Subjoined, we give a list of some of the principal compound words and while some of them are still written as two words by many good writers, there are other authorities who give a much larger list, some of which it is far better, in our estimation to write as two words or to hyphenize, as: seashore, cakewalk, candlelight, hailstorm, etc. It seems to be largely a matter of taste or opinion whether some words shall be written singly, compounded or hyphened. As a matter of fact, all words were formerly written singly, but by degrees the custom became general to unite two words of a coordinate character into one, and this process has been going on for years, and has not yet reached its limit, the tendency being to unify all words that can be united in one without militating against the sense or grammatical construction. The same words may, however, be sometimes written as two words, sometimes as one, and sometimes hyphened, as the sense may require. Thus a *black board* means a board painted *black,* while a *blackboard* means the large black surface of wall or other material in school-rooms. Note the difference

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between *blackball* and a *black ball, birdseye* and a *bird's eye, dug out* and a *dugout, greenhouse* and a *green house, turn out* and a *turnout, anybody* and *any body;* and there are other words of which mention will be made in the hyphenized list, in which a similar distinction should be made.

## LIST OF COMPOUND WORDS.

Almshouse
antechamber
allspice

Barnyard
bathroom
billboard
birdseye
blackboard
blackmail
bluebird
bluefish
bobtail
bookmark
bookstore
brownstone

Cardboard
catchword
carload
claptrap
clockwork
copperplate
copyright
circumambient*
cornerstone
cornfield
classmate
codfish
cornstalk
countershaft
countersign
countinghouse
courtyard
cowbell
crosshead

Daybreak
deathbed
deerhound
dewdrop
dooryard
downpour
dreamland
drugstore
dugout
dyehouse
dyewood
dwellinghouse

Earmark
electroplate
eyepiece
eyeglass

Facsimile
farmhouse
farmyard
fireman
firearm
firefly
fireplace
flagship
flywheel
footboard
footnote
footstool
fourfold

Gamekeeper
goldenrod
grindstone
gristmill

guidebook
gunmaker

Hairbreadth
handbook
haphazard
headboard
homemade
horsecar
hothouse

Indoor
inasmuch
ironclad

Jackanapes
jackscrew
junkshop
jumpingjack

Keyboard
keynote

Ladylike
ladybird
lawsuit
lifelong
lighthouse
lightship
lockout
loophole

Makeshift
mantelpiece
milestone
millpond

miscount
mockingbird
mouthpiece

Namesake
newsdealer
notebook
nonesuch
nonconductor
nonsuit

Oatmeal
officeholder
oilcloth
outbuilding
outhouse
overpay
overplus

Packhorse
payroll
pawnbroker
patentright
password
passbook
pocketbook
poolroom
portmonaie
postoffice
proofreader
presswork

Racehorse
racecourse
rainfall
railroad

*And all words compounded with circum, as circumference, circumstances, etc.

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rattletrap
reedbird
roadbed
rosewood
roundhouse

Sagebrush
sawmill
schoolboy
schoolfellow
schoolmaster
seagirt
scarecrow
seashore
shakedown
sheepskin
shorthand
shotgun
signboard
skylark
smokestack
snowdrift
snowstorm
staghound
stagecoach
standpoint
staybolt
stockholder
stonecutter
storehouse
stormshed
salesman
saleswoman
switchboard

Tablecloth
tablespoonful
talebearer
talesman
teaspoonful
thoroughbred
thumbscrew
tinware
typewriter

Undersigned
underwriter
undersell
undervalue

Vainglory
vaingloriously

Warehouse
watchcase
watermark
waistband
waistcoat
washboard
watershed
waterworks
waterproof
wayfaring
weekday
windstorm
woodyard
workaday
workingman
workman

## EXERCISE FOR DICTATION, 302.

(*The following exercise is correct as here given.*)

1. The almshouse is finished with oak and birdseye maple. 2. The front is of brownstone, and the bathroom is fitted with modern appliances. 3. You will find the cardboard in the bookstore. 4. Copperplate engraving is now superseded by photogravure. 5. Bookmarks are sometimes printed from electroplates. 6. The business in the postoffice is not done in a haphazard manner, but everything is done like clockwork. 7. The machine is run from the countershaft. 8. There is a scarecrow in the cornfield. 9. The countinghouse is now called the office. 10. There is a dewdrop on the cowbell. 11. There is a deerhound at the farmhouse. 12. An eyepiece is not a facsimile of an eyeglass. 13. There is a fireplace in the storehouse. 14. The footstool is near the headboard. 15. He had a hairbreadth escape from the horsecar. 16. You can get the guidebook and the handbook at the newsdealer's. 17. The gamekeeper is in the hothouse. 18. The mockingbird is in the sagebrush. 19. The watchcase can be repaired at the watchmaker's. 20. The ironclad ship was sent to the junkshop. 21. The lighthouse stands by the seashore. 22. The lawmakers should not be stockholders.

## SUPPLEMENTARY EXERCISES, 303.

1. Cereals take the place of oatmeal nowadays. 2. The proofreader is not an officeholder. 3. The schoolmaster works

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like a packhorse. 4. The racehorse is a thoroughbred and has been taken to the racecourse. 5. A saleswoman should not be a talebearer. 6. The schoolboy is studying shorthand. 7. The signboard is fastened with a staybolt and thumbscrew. 8. There is a smokestack on the roundhouse. 9. He keeps a shotgun in the warehouse. 10. The stonecutter has a sawmill near the waterworks. 11. The typewriter has a waterproof. 12. The workingman does not have a silver teaspoon. 13. The turnout is only a makeshift.

## HYPHENATED WORDS.

Hyphenated, or hyphened, words are words that are united by a hyphen to indicate a connection, but not sufficiently close to warrant their being compounded as one word. The hyphen is also used to separate syllables in which the same letter is repeated, in order to prevent their being pronounced as double letters, as: co-ordinate, re-enter, etc. It is sometimes used to connect several words when they form a compound adjective phrase, as "The never-able-to-get-there man," "an up-to-date publication," etc. Of course such words are not hyphened when used in their ordinary acceptation, and a careful distinction should be made in determining whether such words should be hyphened or not. Thus we may write: "He is a first-class mechanic," when first-class is used as a compound adjective, but when not so used it should not be hyphened, as: "He is a mechanic of the first class." Here "class" is a noun, governed by the proposition *of*.

We found great difficulty in collating rules for the hyphening of words, and some of those here given we were obliged to formulate from the best sources available. The rule of accent, which is given for the compounding of words, is also given for hyphening, and some authorities give no other, but it will readily appear that this rule alone would leave the subject in great obscurity, so that the formulation of other rules seemed to be matter of actual necessity. There are many words besides those given in the subjoined list that should be hyphened, but the student will be greatly aided by the rules we have given, and when in doubt consult a standard and reliable dictionary.

The diaeresis (¨) is sometimes used instead of the hyphen to prevent the coalescence of double vowels, as reënforce, coördinate, etc. Some authorities say that neither hyphen nor diaeresis is required in such words as preeminent, reenter, zoology, coordinate, reestablish, etc., because they are of such common occurrence that there need be no difficulty in

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their pronunciation, but the hyphen is clearly necessary in such words as re-form, (to form again,) and re-cover, (to cover again,) to distinguish them from "reform," to make better, and "recover," to regain.

Some authorities also claim that it is not necessary to hyphen such words as "attorney-at-law," "son-in-law," "aide-de-camp," etc., but you will find yourself in difficulties when you put these words in the possessive case if they are not hyphened. Take, for instance, "The attorney-at-law's office" —if you attempt to put it in the possessive unhyphened, you have "the attorney at law's office," and make the word law the possessor of the office, or, if you make "attorney" possessive, then you will have "the attorney's at law office." It is plain that these words are in the nature of compounds, and should be hyphened.

It is true that a great many words are not hyphened that ought to be, and when one considers that the same words should be hyphened in some cases and not in others, it is not strange that there should be a great deal of confusion on the subject.

## A FEW GENERAL RULES FOR HYPHENATING WORDS.

1. When words are united to express one idea, and form a compound adjective, such as the adverb and participle, "well-known," an adjective and a participle, as "full-orbed," etc., a noun and a participle, as "house-hunting," "ball-bearing," etc., should be hyphened. When these and similar words are not used as compound adjectives, however, they should not be hyphened. Thus, we should write: "He is a well-known citizen," but "The locality is well known." "It is a well-regulated establishment," but "the business was well regulated, etc.

2. When two words are united to form one idea, and the accent is thrown on one of these words to the exclusion of the other, they should be hyphened, as "A tool-chest," "a maid-servant," etc. Authorities differ in regard to the hyphening of some words, some hyphening such words as "Knight-templar," and others writing them as two words. The word "post-office" may be hyphened or written as one word, or it may be capitalized and written as two words, as "Post Office."

3. Words are sometimes hyphened to form adverbs of degree, as "A three-inch wide slat," and sometimes when they form compound adjectives, as "a three-foot measure," etc. In such cases the hyphened noun is used in the singular. When,

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however, the plural is used, the hyphen is omitted, as we may write: "A thirty-day draft," but "a three months' note."

4. An adjective and a noun are sometimes hyphened, when the noun is used as an adjective, as "A ready-money purchase," "a spot-cash sale" and similarly two nouns, when used as a compound adjective, as "A mail-order business." If the noun is not used as an adjective the words should not be hyphened, unless so given in the dictionary in accordance with the rule of accent or some other rule. Thus we should say: "We will sell the goods for spot cash or ready money," and "We got the goods by a mail order," etc.

5. All words compounded with "self," and "ill" as prefixes, should be hyphened, as "self-esteem," "self-aggrandizement," "ill-favored," etc.

To-day, to-morrow and to-night should be hyphened, although they are now written by many as one word, and some write "to-day" and "to-night" hyphened, but "tomorrow" as one word. They should be hyphened. "To wit" should never be either hyphened or compounded.

Such words as book-keeper, grand-daughter, etc., are usually compounded, (as bookkeeper and granddaughter,) but we prefer the hyphen to prevent the doubling of the k and d in these words. The fact is, authorities are not fully agreed as to the compounding and hyphening of words. The whole matter is in a somewhat chaotic and embryotic state, and writers adopt whatever style suits their fancy, and our aim is to endeavor, as far as possible to bring order out of chaos and try to systemize the compounding and hyphenizing of words in accordance with the best authorities on the subject.

NOTE. Nearly all words beginning with fore, free, form, grand, hand, head, heart, house, land, lock, men, man, mile, mill, out, short, side, some, tea, there, youth, here, there, when, where, wood and work, should be compounded and not hyphenized.

Besides the following list of hyphenated words, the names of some towns and the places where they are situated are hyphened, as Newcastle-on-Tyne, Fishkill-on-Hudson, etc. Also some proper names, as Santos-Dumont, Coutts-Burdett, etc.

## HYPHENIZING NUMBERS.

When numbers are written out, instead of being expressed by figures, there should be a hyphen between units and tens, as twenty-one, thirty-six, forty-five, etc., but not between tens and hundreds, as: three hundred, nine hundred, etc. When

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numbers exceed tens, as 435, they are written: four hundred and thirty-five; 2867, two thousand, eight hundred and sixty-seven, etc.

Simple fractions are hyphened, thus: three-fourths, one-half, five-sixths, etc., but complex fractions are hyphened thus: twenty-seven forty-fifths, three twenty-fifths, thirty-eight tenths, etc.

## LIST OF HYPHENATED WORDS.

The following list should not be considered infallible, and it is far from being a complete list, but it conforms to the rules herein given, and will be of great assistance to the student.

Above-board
account-current
after-clap
all-knowing
all-powerful
all-wise
arm-chair
attorney-at-law
attorney-gen'l
awe-stricken

Bail-bond
bank-book
bank-bill
bank-note
belles-lettres
bee-hive
billet-doux
black-letter
blow-pipe
blue-stocking
book-binder
book-keeper
brigadier-gen'l
bulk-head
bull-dog
by-law
by-word
by-stander
buzz-saw
busy-body

Catch-penny
catch-word
co-equal (1)
co-exist
co-ordinate
coffer-dam
consul-general
court-martial
crack-brained
crown-jewels
crown-prince

Dare-devil
day-spring
deaf-mute
dog-days
double-entry
dressing-gown
drive-way
dry-goods
dumb-bells
dye-stuff

Edge-tools
egg-plant
entrance-fee
even-time (2)
ex-official (3)
eye-witness
eye-tooth

False-face
father-in-law
fellow-man
field-marshal
first-class
first-born
flood-gate
fly-leaf
fly-trap
fly-paper
foot-wear
fore-arm (4)
forget-me-not
forth-coming
frame-work
freight-house
free-thinker
free-will
free-born
frost-work
full-orbed
full-rigged
full-souled
full-toned

Galley-slave
gear-wheel
guide-book
grass-plat
grape-shot
good-bye
good-natured
grave-yard
gravy-dish
great-grandfather
guide-post
guard-rail

(1) Prefixes and the root word should generally be written as one word (compound) but it sometimes happens that a word is "coined" with a prefix, and it should then be hyphened by way of distinction.

(2) Meaning "evening."

(3) Several words are written with this prefix hyphened, as ex-minister, ex-secretary, as they are in the nature of coined words; that is they are not "dictionary" words.

(4) "To arm beforehand." Forearm (compounded) means the fore-part of the arm.

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guinea-fowl
gun-cotton

Half-breed
hanger-on
hard-handed
hard-headed
heart-ache
half-sole
heart-rending
hen-pecked
hide-bound
high-minded
hind-quarter
hot-pressed
hurly-burly
hymn-book

Ice-cream
ice-house
ill-bred
ill-made
ill-timed
ill-willed
inn-keeper

Job-lot

Key-hole
key-stone
kid-gloved
knight-errant
knee-pan
know-nothing

Laughing-stock
lawn-mower
lap-tablet
leap-year
left-handed
life-boat
light-fingered
loop-hole

Mail-box
mail-bag
man-eating
make-up (5)
mud-slinger

Nail-brush
neck-wear (6)
new-fangled
non-committal
non-payment
non-resident(7)
north-east
north-west

Object-lesson
observation-car

Pan-American
pan-Anglican
path-finder
peddle-wagon
pall-bearer
pig-pen
pell-mell
plate-glass
play-house
play-bill
point-blank
poll-tax
post-dated
post-haste
post-prandial
price-current
pug-nosed
purse-string

Rag-man
rear-guard
rear-admiral
re-collect
right-handed
re-form (8)
re-elect
round-house
rough-shod
round-robin

Safety-valve
sauce-dish
sea-coast
sea-dog
sea-fowl
sea-faring
sea-weed
seed-time
self-denial (9)
short-coming
show-bill
skull-cap
slave-driver
sleigh-bells
sleight-of-hand
small-pox
sleeve-links
snub-nosed
so-called
south-east
south-west
spare-rib
spell-bound
star-gazer
stock-jobber
station-house
straight-jacket
straw-color
stumbling-block
stump-speaker
sugar-cane
sugar-loaf
suit-case
sun-dial
sun-dog

Tax-gatherer
tenant-at-law
throw-off (10)
tide-water
time-table
tow-boat
tow-path
tow-line
toy-shop
trip-hammer
type-bar

Under-graduate
up-to-date

Vote-getter
vote-getting

Wall-eyed
wage-earner

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(5) Make-up should be hyphened only when used as a noun.

(6) Words compounded with "wear" should be hyphened, but with "ware" they should be written as one word, as: hardware, tinware, etc.

(7) *Non* is sometimes a hyphened prefix, the same as *ex*.

(8) "To form again." Reform, (compound) means to make better. Like the prefixes *ex* and *con*, *re* is sometimes hyphened to mark a distinction.

(9) When "self" is used as a prefix, it is always hyphened, as self-admiration," "self-appointed," "self-dependent," "self-collected," etc.

(10) "Throw-off" is hyphened only when used as a noun, and, in this respect, is similar to "make-up."

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| | | | |
|---|---|---|---|
| waste-pipe | well-being | well-known | Yard-stick |
| weather-gauge | well-bred | whipper-in | year-book |
| weather-wise | well-nigh | whooping-cough | yoke-fellow |

It must be remembered that some of the above must be written as two words when they are not used as compound adjectives, (as first class and up to date,) and some writers write some of them as compound words, (such as bookkeeper, byword, bystander, catchword, drygoods, keyboard, and several others,) while, on the other hand, there are other words given in some of the dictionaries as hyphened that we have omitted as they are not strictly in accordance with the rules.

## EXERCISE FOR DICTATION, 304.

(*Correct as herewith given.*)

1. Mr. Andrews is a well-known man. 2. The organ is loud and full-toned. He is a full-fledged poet. 3. A merchantman is a full-rigged ship. 4. Hand-shaking is a well-established custom. 5. It was an ill-conceived plot. Cattle are put in the stock-yards. 6. Mr. Smith has bought a house-boat. 7. The storm-cloud gathered in the sky. 8. A twelve-inch rule is one foot long. 9. A six-foot stick is two yards long. 10. A yard measure is three feet long. 11. A three months' acceptance is about the same value as a ninety-day note. 12. Our new goods are first-class and up-to-date in every respect. 13. We stand in the first class of business houses. 14. The goods we ordered have not arrived up to date. 15. It is a self-evident fact that the mail-order business is a great success. 16. We will be able to meet you to-day or to-morrow. 17. We will send the letter by to-night's mail. 18. We purchased that large parcel of land, to wit, the property known as the Murray place, for fifteen thousand, nine hundred and seventy-five dollars.

## SUPPLEMENTARY EXERCISE, 305.

(*Correct as herewith given.*)

1. The machine you ask about is nickel-plated in all its metal parts; it is self-regulating in the fire-extinguishing device, easy-running and ball-bearing. 2. We can sell this machine on three months' time for $400, or will make a spot-cash price of $350. 3. We would say that we would prefer selling on time, rather than for spot cash, as we have no immediate need of the money. 4. The machine is fitted with

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2½-inch wide tires and a 3-foot wide seat. 5. The width over all is four feet, and the shaft is two inches in circumference. 6. Our out-of-town customers are much pleased with the general make-up of the machine, and we would be glad to have you call to-day or to-morrow when we will give you further details. 7. You will never forget the ever-to-be-remembered day when you bought one of these up-to-date machines.

## ADDITIONAL SUPPLEMENTAL EXERCISE, 306.

1. The Coutts-Burdett family is well known in England. 2. Ex-postmaster Smith now lives in Hastings-on-Hudson. 3. It is necessary to reform our methods, but, first of all, it will be necessary for us to re-form our line of march. 4. If you recollect, I paid you the account some time ago, and I hope you will not try to re-collect it from me now. 5. Twenty-five per cent of the stock of clothing is made from well-selected materials. 6. There were fourteen hundred and sixty-seven men in the regiment. 7. Seven-tenths of the piece of goods were used in making the garment. 8. Thirty-three ninety-ninths of anything, will equal twenty-five seventy-fifths. 9. Twenty-five per cent of anything is equal to one-quarter. 10. Three-fourths of a thing is the same as seventy-five-one-hundredths. 11. Sir Bulwer-Lytton was a well-known author.

## EXERCISE FOR CORRECTION, 307.

1. Mr. Smith is a well known citizen, but Mr. Jackson is not so well-known in this community. 2. The full orbed moon shone on the plate glass window. 3. The awe struck by stander stood spell bound at the side show. 4. The sleight of hand performer proved to be also quite a stump speaker. The organ was full toned and well planned. 5. The old fashioned merchant vessel was a full rigged ship. 6. The busy body became a by word and a laughing stock in the community. 7. The crown prince was non committal in what he said. 8. No free born Roman citizen ever became a galley slave. 9. A half soled shoe may belong to a whole souled man, but a well bought piece of property may not always be well-sold. 10. Those in the B grade will be advanced to the first-class as soon as they are proficient. 11. We have heard nothing from the parties up-to-date. 12. They use all the up to date methods of teaching in the new Business College. 13. We will give you a ten day acceptance, or you can draw on us at ten-days' sight. 14. A post dated note is not legal. 15. The meeting was an ill timed affair. 16. The by laws of the society

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were passed to night. 17. You may give a thirty day note for the account. 18. A well bred man is a high toned gentleman. 19. A ten horse boiler is twelve-feet long. 20. The blast threw a six ton rock twenty-feet high. 21. A fifty mile journey in a one horse wagon is a two-days' ride. 22. A full blown rose is a sweet smelling flower. 23. A horse shoe pin is a good luck emblem. 24. A wide mouthed bottle is used for the bi carb solution. 25. A half filled vial stood on the mantel shelf. 26. A four year old cow was sold for a twenty dollar bill. 27. The ill bred fellow had a well developed organ of self esteem. 28. The new mown hay lay on the well tilled field. 29. The quaker wore a broad brimmed hat. 30. A self constituted judge does not always have a well formed opinion. 31. The make up of the book gave us the key note of the story. 32. The machine is fitted with a throw off which is connected with the safety valve. 33. The type bar of the type-writing machine was self acting. 34. The debater found a loop hole of escape from the sallies of his hard hitting opponent. 35. The post dated thirty day draft was protested for non payment.

## EXERCISE FOR DICTATION, 308.

1. We sometimes hear of those kid-gloved, hair-brained fellows, who are never found among the class of wage-earners, and who underrate the shrewd intelligence of the hard-handed workingman, and live by their wits rather than by honest toil as book-keepers, or school-masters, or even as hard-working laborers. 2. These light-fingered gentry manage by some sort of makeshift or catch-penny device to get a livelihood, and are sometimes called "get-rich-quick men"; but it is far better to be honest and above-board in all your dealings with your fellow-men than to resort to any ill-conceived schemes for money-getting or plunder-seeking purposes. 3. A free-hearted, open-handed man is esteemed more highly than one who keeps his purse-strings tied fast at all times; and the man who is far-seeing in making provision for the future stands higher in the estimation of his fellow-citizens than he who does things in a haphazard, I-don't-care way, or the ne'er-do-well who has no thought for the morrow. 4. So let us try to do everything all right, and be good and true men, exercising self-denial, free from self-esteem, not self-conceited, but whole-souled and good-natured, with as few short-comings as possible, and we will gain the good-will of our fellow-men.

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## DIVISION OF WORDS.

One of the most perplexing things in dividing words at the end of a line is to know just where one syllable ends and the next one begins. The strict rule requires the division to be made between the syllables, but it is the custom, especially in this country more than in England, to divide words according to their pronunciation rather than their syllabic division as given in the text-books and dictionaries. Thus we divide dep-recate, nec-rology and prop-osition, rather than de-precate, ne-crology and pro-position. And, similarly, we divide prog-ress, proj-ect, distri-bution, (nouns,) and pro-ject, pro-gress and distrib-ute, (verbs.) Still we prefer to divide on the syllable as a rule. We prefer ne-cessary to necessary, although the latter is the usual method of dividing this word.

When a single vowel constitutes a syllable in the middle of a word it should not be carried over into the next line, except where it is followed by the affix -ble, as: quanti-ties, sepa-rate, maga-zine, but port-able, collect-ible. Tangi-ble and eligi-ble would seem to be preferred however, on account of the pronunciation of the letter *g*.

Avoid divisions where only one or two letters would be carried over or remain on the first line, although terminals like *ed* and *es* may be carried over if the first line is crowded.

Monosyllables, however long, should never be divided, as *thought, through,* etc., but words like *changed, drowned,* etc., may be regarded as composed of two syllables, though pronounced as one, and a division is permissible, but objectionable, as it carries only two letters to the next line. Words like *abate, emerge* and *enough* should not be divided.

When double letters occur between syllables the division should be made between the letters, as: col-late, bet-ter, apply, con-nect, im-mense, etc. But where the double letters form part of a compound or hyphenated word they should not be divided, as: all-powerful, inn-keeper, ill-omened, spell-bound, well-meant, etc.

The termination in the plurals of nouns should not be carried over, if possible to avoid it, not even -ces, as in the words enhances, chances, dances, etc.

As a rule, prefixes and affixes should not be divided, but the division should be made between the prefix or affix and the root word, as: con-tain, condi-tion, etc.

When prefixes or suffixes are composed of two syllables, the divisions may be made between the syllables, as: an-tedate, an-tipodes, capa-ble, discerni-ble, etc., but it is better, if

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possible, to make the division between the root word and the prefix or suffix.

The suffixes -tion, -sion, -cean, -tious, -cious, and all other monosyllabic suffixes should never be divided. It sometimes happens that words ending in *t* take the suffix *tion*, as: elect, election; predict, prediction, and words ending in the letter *s*, sometimes take *sion* as a suffix, but in such cases the final letter of the primitive word is dropped and the suffix should never be divided, but the division should be made between the root and the suffix, as: elec-tion, predic-tion, confes-sion, etc.

Although some latitude is allowed in dividing words in typewritten work it is a very bad fault to divide syllables under any circumstances. It is better to carry over an entire word, even though it may leave an unsightly blank space at the end of the line, in case the writer does not know what a syllable is.

Thus it will be seen that the matter of dividing words at the end of lines is closely allied to hyphening, and is, in some sense, a part of that subject. It goes without saying that no person can do good and neat work as an operator on a typewriter, who does not know how to divide words properly. There is nothing more unsightly than long blank spaces at the end of lines, simply because the operator does not know the proper divisions, and a careful study of this subject is recommended, more especially as text-books are usually silent in regard to this matter, and pupils are allowed to make divisions in the middle of syllables, without the slightest regard to rule or custom. It is just as much a proper part of typewriting instruction as punctuation or paragraphing.

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If the exercise on the next page is transcribed on the typewriter, it should be written, line for line, like copy and in order to do this it will be necessary to write it on a machine with a 72-space scale, or to lock the carriage at 72 on other machines having a longer scale, so that the lines may not exceed 72 spaces each, as they are in the copy. If transcribed in longhand, the teacher should indicate the words in which the divisions are to be made at the end of each line, and the pupil should divide the words according to the rules above given. In the second exercise, on page 167, the teacher should indicate the words in which the divisions are to be made, in all cases when dictated, and the pupil should divide accordingly, thus correcting the errors; or the pupil may transcribe from the printed copy, and make the corrections in that way.

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## EXERCISE FOR DICTATION, 309.

**Arranged for transcription on the typewriter, beginning the first line at 5, and the other lines at 0, running up to 72 on the scale.**

Gentlemen:

There is no desire on our part to prevent the entire, free reconstruction of the premises. As a matter of fact we would rather encourage the idea, as it would bring about a very much desired early improvement, which would certainly result in enhancing the value of the property. We trust, therefore, that you have not been misled by any misconceptions regarding the matter, as we assure you we have no other considerations than those of our mutual benefit, and if you have any misapprehensions, or have had any, we trust you will, on receipt of this, disabuse your mind of any such conceptions, or any other fallacious impressions, and if the work can be carried on without any serious interruption, there is not the slightest doubt but that everything will terminate in the best possible manner, and to our mutual interest and advantage.

We would like to have you give this matter your immediate consideration, with the view of bringing the work on towards a state of completion at as early a period as possible, since it is most surely desirable that the property should be in a condition to place it before prospective buyers. In this way we may be able to insure the prompt consummation of our wishes, as we desire again to assure you that your interests are identical with our own, and if we were to obstruct the accomplishment of your well-planned purposes, it would surely result disastrously to ourselves and our best interests. We assure you that we confidently anticipate your success, and look forward to the early completion of the well-matured designs and plans that you have already undertaken to carry into effect.

Very sincerely yours,

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## EXERCISE FOR TRANSCRIPTION, 310.

### Correct the following faulty divisions.

Dear Sir:

I am just in receipt of your favor of recent date regarding the election of officers of the Company, and in reply I would say that I suppose that it will take place at the first meeting in the year as is usually the case. In regard to who I think will be likely to get the election as president, I would say that I presume that Smith will be the choice of the majority of the directors, although, in so far as I am concerned, I would prefer Johnson. However, I have no specially great objection to Smith, who is a good fellow, and I am quite willing to agree to anything that may be agreeable to the others. As to the choice for treasurer, I presume Jones will be elected, as he is really the only capitalist of the concern.

As to the future policy of the management, I do not see what change we can make from that previously pursued, which has been quite satisfactory in the past, and I should think ought to be quite as satisfactory in the future. Of course, if anything can be done to make the output larger than heretofore, it would certainly be decidedly advantageous for all concerned, and am sure Smith will look out for our best interests if he is elected, and the management rests with him in the event of his election. So, you see that I am in quite an agreeable frame of mind under any circumstances, and I have no doubt that in any emergency the business will be carried on profitably as it has been heretofore. I do not think that there is anything more that I can say about the matter, and with best wishes I remain,

Very truly yours,

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## USE OF THE APOSTROPHE.

In the English language nouns are inflected by adding the letter *s* for the possessive case and for the plural. Inflection means the adding of letters at the end of words to indicate some modification. The English is the only language that has a possessive case. This case generally denotes ownership, and always requires the apostrophe (') either before or after the s. The apostrophe is omitted in the possessive pronouns, his, hers, its, ours, yours, theirs and whose.

## RULES FOR THE USE OF THE APOSTROPHE.

Rule 1. In regular possessive nouns, that do not end in *s* as a part of the word, the apostrophe precedes the *s* in the singular, and follows it in the plural, as John's hat; The Smiths' new house.

Rule 2. In irregular possessives the apostrophe precedes the *s* in both singular and plural nouns, as "A man's character;" "men's clothing," "The people's rights."

Rule 3. When nouns already end in *s*, as a part of the words, or to make them plural, the apostrophe follows the *s* as "Mr. Jones' land," "The bees' habits," etc.

A good, general rule is: When *s* is added to a word to make it possessive, the apostrophe comes before it, but when a word in the posesssive already ends in *s*, either as part of the word or name, or to form the plural, the apostrophe comes after it. This covers all the rules for the use of the apostrophe in the possessive, and applies in all cases without exception.

When joint ownership is indicated, the apostrophe is used in the last noun only, as Smith & Browne's store; but when separate ownership is indicated, the apostrophe should be used after each word, as "the postoffice is between Smith's and Johnson's stores."

When the added *s* forms an unpleasant and disagreeable hissing, as when several words follow successively in the possessive case, it is better to employ the genitive form for some of the words, as, "He is a brother of my son's wife," rather than "He is my son's wife's brother."

Sometimes words that do not denote actual possession are in the possessive case, as they denote grammatical possession, as "Ten days' time," "one day's delay," etc.

When possessives are in apposition, each requires the apostrophe, as "This is Wilson's, the hatter's store."

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An important rule, and one that is too frequently violated, is that the possessive case should be used before participial nouns. Participial nouns are participles when used as nouns, and usually terminate in -ing or -ed; as walking, studying, thinking, moved, hurried, etc. Irregular verbs do not have the participial termination -ed, but have their peculiar forms, as been, stood, thought, etc., although all verbs, whether irregular or not, have the -ing termination in the present participle. Participial nouns may be either nominative, possessive or objective, but in either case, if a noun or pronoun precedes, as an attribute, it should be in the possessive, and not the objective case; as, "owing to *my* being absent," and not "to *me* being absent," "In the event of my son's leaving," and not "of my son leaving."

Sometimes the construction is such that it seems awkward to use the possessive case, as "The goods were short, on account of one barrel's (which was in bad order,) having been left behind." Here it would be better to change the form of the sentence, "The goods were short, as one barrel was left behind, because it was in," etc. This rule is so frequently violated that it requires careful consideration.

Do not write: "On account of the goods having been shipped," but "the goods'" etc. Do not say "as a result of *me* interfering," but "*my* interfering."

But when the participle is not a noun, and the case absolute is used, the preceding noun or pronoun should be in the nominative case, as, "The general being killed, the victory was lost." "The order having been filled, we could not add the other goods ordered."

In deciding whether the possessive case should be used or not, the sense should be taken into consideration, and when the word denotes possession, it should be possessive, even though the word it possesses may not be expressed. Thus, in the sentence "This is a painting of Turner's," it is evident that the meaning is that it is a picture painted by Turner, but if we say: "This is a picture of Turner," we would mean that it is a portrait of Turner. In like manner we should say "This is a house of Smith's," and not "a house of Smith."

We should say "It was a familiar saying of Goldsmith's," and not "of Goldsmith."

This is a distinction that requires careful consideration in order to avoid mistakes.

It is sometimes so difficult to tell whether we should use the possessive case, and its accompanying apostrophe or not, that some persons omit the apostrophe altogether, and others omit it when in doubt, and often when it plainly should be used,

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as "This is a policy of Evans'," and not of "Evans," as appears at once if we substitute the pronoun, or a name that does not happen to end in *s*. Thus, we would say "This is a policy of *his*," and not "of *him*." And, again, "This was a peculiarity of Smith's," and not "of Smith." When parsing these words, it is necessary to supply the noun to which the possessive belongs, as: "of Evans' policies," or "of Smith's peculiarities," etc. We always use the possessive pronoun in these forms of speech, as, "It was a custom of *mine*." (Not of *me*.) "It was a habit of his," etc., meaning one of my customs, or one of his habits. Note the difference in the genitive form, "This is the end of the road," "the leaves of the tree," etc.

Do not use the apostrophe to indicate the possessive case in nouns not possessive, if they happen to end in *s*. Thus we should not write "Two of these persons'," but "two of these persons."

In the case of hyphenated words, the apostrophe and *s* (when added,) should be placed at the end of the final word, as:

| NOMINATIVE. | POSSESSIVE. |
|---|---|
| Man-servant, men-servants. | man-servant's, men-servants' |
| Attorneys-at-law | attorneys-at-law's |
| House-maid, house-maids | house-maid's, housemaids' |
| Knight-Templar, Knights-Templar | Knight-Templar's, Knights-Templar's |
| etc. | etc. |

Do not use the apostrophe after proper adjectives, (proper nouns used as adjectives,) as: "The Merchants Bank," "The Burns Brewing Company," "Adams Express Co." as nouns never take the apostrophe when so used. The word *People,* being always plural, requires the apostrophe when *s* is added, as it is the possessive in form.

## EXERCISE FOR CORRECTION, 311.

Such is virtues reward. Is this Mr. Smiths' store? No; it is Mr. Jone's factory. A mans Manner's frequently influence his fortune's. We have Smith, Brown and Wilson's Castile Soap. (1). It was the men's women's and children's lot to suffer.(2) Is this book John or Eliza's? He asked his father as well as his mother's advice. Much depends on the pupil composing as well as reading. What was the cause of the Senate adjourning? Such is the effect of youth associating

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with the vicious. The object of the assembly being called was to clear a doubt of the king about the lawfulness of the Hollanders throwing off the monarchy of Spain. "To be or not to be" is a quotation of Shakespeare.(3) The loyal Knight's-Templars(4) regalia was burned. This is the men-servant's(4) room. He was New Yorks' first mayor. He was the first mayor of New York's. (5) The attorneys'-at-laws(4) briefs are ready. The case depends on the two judge's(4) decision. I bought the goods on sixty days time. The letter's having been sent, we could not recall it.(6) We have Smith, Brown and Murray's grammars. Some mens mind's are peculiar. A great deal depends on a person studying. What was the cause of the ship leaking? By reason of the army retreating, we lost the guns. Our studies enlarge the minds faculty's. These lady's shoes are for sale. We keep mens' and boy's clothing. This book of mine is interesting, but that of John is dull. My policy is drawn correctly, but that of Mr. Evans(7) is faulty. That picture of the king's does not resemble him.(8).

## EXERCISE FOR DICTATION, 312.

The goods were sold on 30 days' time. We spent about three weeks' time in each city. The delay was caused by the man's being absent. Owing to a contractor's being ill, the work was suspended for three months' time. In consequence of several boys' having been late there was twenty minutes' loss of time. We can give you forty days' time, which will give you ten days to make delivery and collection. The damage to the book was caused by its having been too damp. At Mr. Jones' store you will find men's and boys' shoes for sale. It takes only one day's time now to go to Chicago, whereas, formerly, it took two days' time, and even more. The goods(9) having been shipped we could not add the articles just ordered. In consequence of the goods' having been already shipped, we could not add the articles just ordered. Mr. Simmons' request for a larger supply of stationery for his firm's use has been received. Owing to a boy's having been found on the premises, and Mr. Wilson's activity in the matter, his suspected

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**(1) Separate possession. (2) Joint possession. (3) One of Shakespeare quotations. (4) Plural possessive. (5) Genitive. (6) Case absolute. (7) That is, Mr. Evans' policy. (8) Genitive. (9) Case absolute.**

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connection with the loss of the articles was evident. The note which was due at Mr. Evans' bank was paid at the Mechanics and Traders* bank. The People's† Trust Company provided funds for the work, and its completion is expected in a short time.

## EXERCISE FOR CORRECTION, 313.

(*Strike out the incorrect forms.*)

Three month's—months'—months‡ after date, I promise to pay. We will give you three month's—months' time on the goods. After five days'—day's delay the shipment arrived. Many people admire Burns'—Burn's poems, and others admire Byrons'—Byron's poems. You will find the goods at Mr. Jones'—Jone's store, if you can not find them at Mr. Browns'—Brown's. In consequence of his—him being late he was discharged. After moving three times'—times* it's—its length, the boat stopped. A man's—mans' honor sometimes depends upon anothers'—another's discretion. The people's—peoples' cause ought to be the kings'—king's cause also. There were both birds'—bird's and fowls'—fowl's nests in the field. Longfellow—Longfellow's, Morris'—Morris and Whittiers'—Whittier's† poems differ radically from one another—each other. Henry the Eighth's—Henry's the Eighths'** armor is still in the tower of London. Mr. Jones'—Jone's son-in-laws'—son-in-law's houses are built alike. The nurse's uncle's father—the father of the nurse's uncle has just died. The children's—childrens' play-room is up-stairs. Ones'—one's duties depend on ones'—one's position.

## A LAWYER'S LETTER FOR DICTATION, 314.

Dear Sir:

The attorney-at-law's briefs have been prepared, and are ready to be put on the court's calendar during the present month's term. I understand that the plaintiff's lawyers have asked for a stay which will cause several days' delay, and possibly a whole month's, if not two months' time before the case can be reached.

Mr. Smith's sons-in-law's petition has been engrossed in the brief, and the Judge's decision is anxiously awaited by the

*Adjective form.
†Possessive form.
‡Objective—not possessive.
†Separate possession.
**Joint possession.

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clients' lawyers on both sides. The case is to be tried at the county's expense, and the costs will include all the attorneys' fees on both sides. This is unusual, but very gratifying to us, and certainly to our clients, and not only ours but theirs, whose expenses will be borne in this way.

It is to be hoped that the court's jurisdiction may be extended in this instance, if possible, so that the case may be reached during the present term's duration. The Judge of Probate's decision regarding the testator's demising the property to his daughter-in-law's maid-servant's mother-in-law is final, and the plaintiff's efforts to nullify or reverse this decision will be futile.

Trusting that this information may be of service to you in adjusting your client, Sands' case to the court's requirements, I remain

Very truly yours,

(Note. In the above exercise the pupil must determine by the connection of the words in the sentences whether they are singular or plural.)

## EXERCISE FOR CORRECTION, 315.

It is well to have a definite plan for every days employment, so that each and every hours time may be devoted to some good purpose. Read the lives of great and good men, to the end that your life and character may be like their's, for every mans future usefulness' depends, in large measure, on his own individual efforts, and not on the efforts' of others'. So, as the years' go by, let us lay up for ourselves stores' of useful knowledge. Every ones success is the result of his own endeavor, and every persons ultimate achievement must be, to a great extent, at least, the accomplishment of his own unaided endeavor. The galley-slaves lot was one of great hardship, but even a galley-slave could have some intervening moments of time that he could devote to his own lifes betterment and it's elevation. Why, then, may not we, who are free-born citizens, achieve marvels' of success, when we consider how much of this worlds' blessings is already our's? And yet how few there are of even our nations' best citizens who ever seem to think it worth while to try to climb a little higher up ambitions ladder, not in a grosser and merely political sense, but in that broader and better sense of aspiration after better things?

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## CONTRACTED WORDS.

Words are sometimes contracted by the omission of one or more letters, and the omissions are indicated by the use of the apostrophe, which should always be inserted in place of the omitted letters, as *fr't* for *freight, It's* for *it is,* etc. Note that when *its* is used as a pronoun, it does not take the apostrophe, but when it means "it is," the apostrophe should be used, as: "Time is short, and it's well to guard its moments carefully."

### LIST OF CONTRACTIONS.

Att'y, attorney
ain't, (colloquial) am not, is not, are not
aren't, are not
B'ldg or bld'g, building
Can't, can not
couldn't, could not
Daren't, dare not
def't, defendant
didn't, did not
don't, do not
doesn't, does not
E'er, ever
Fr't, freight
Gov't, government
Han't, (col.) has not, have not
hadn't, had not
hasn't, has not
haven't, have not
he'd, he had, he would
he's, he is, he has
he'll, he will
It's, it is
isn't, is not
I'd, I had, I would, I should
I'm, I am
I've, I have
I'll, I will
it'll, it will
Let's, let us
let 'em, let them
Ne'er, never
O'er, over
on't, on it
Pres't, president
Sec'y, secretary
shan't, shall not
she'll, she will
she'd, she had, she would
she's, she is, she has
shouldn't, should not
That's, that is
that'll, that will
there's, there is
there'll, there will
there'd, there had, there would
they're, they are
they've, they have
they'd, they had, they would
'tis, it is
'twas, it was
'twan't, (col.) it was not
'tain't, (col.) it is not
'tisn't, it is not
Wasn't, was not
wan't, (col.) was not
we'd, we had, we would
we've, we have
we'll, we will
we're, we are
won't, will not
wouldn't, would not
whene'er, whenever
where'er, wherever
You'll, you will
you're, you are
you'd, you would, you had
you've, you have

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## EXERCISE FOR DICTATION, 316.

1. We can't always secure what we desire, and it's well to be content with what we have. 2. We'll be glad to have you call and see us when it won't disarrange your plans. 3. I'm sure I'll be glad to see you when you've time to come. 4. If you can't remember your lesson you'll be sure to make mistakes. 5. Mr. Smith hasn't been here to-day, and his men aren't doing any work. 6. If he doesn't come soon, I'm sure I don't know what we'll do. 7. I've tried to do what I could, but it's difficult to do work when one doesn't understand its nature very well. 8. Att'y Jones has an office in the Gov't b'ldg. 9. The officers elected were J. H. Adams, Pres't and Wm. Jones Sec'y. 10. It's a good plan to keep everything in its own place. 11. It's an old saying that "It's the early bird that catches the worm," for that's its natural instinct. 12. It's a long distance from home and all its comforts. 13. It's every one's desire to acquire wealth and to enjoy its benefits.

## EXERCISE FOR CORRECTION, 317.

(*Insert the apostrophe in the proper place in the following abbreviations.*)

1. Theres every reason to believe that its too early yet to expect results from the experiment. 2. Why cant you come to see us some day when were at home? 3. Well be glad to see you at any time. 4. The atty-general has charge of the frt case which is in litigation. 5. His office is in the Post bldg. 6. He says he couldnt attend to the matter any sooner. 7. I dont understand why he hasnt spoken to you about it. 8. Hes a little peculiar sometimes in regard to these affairs. 9. Theyve nearly finished the job, and theyre already making preparations for the new work wheneer youve time to attend to it. 10. I hope youll give the matter your early attention. 11. Therell be enough to engage your services for some time. 12. Ive seen the govt official, and he says it isnt well to delay matters, and Im sure youll do everything in your power to expedite the work. 13. I shouldnt be surprised if theyre going on with it now. 14. Lets see if it isnt possible to complete the bldg in time for its early occupation, and then well be ready for any emergency.

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## PLURALS OF NOUNS.

Most nouns form their plurals by adding *s* to the singular, as: book, books; tree, trees; house, houses, etc.

Nouns ending in *s, sh, ch* and similar sounds, add *es* for the plural, as: mass, masses; bush, bushes; church, churches, etc.

The following nouns, ending in *f, fe* and *ff*, change these terminations to *ves* in the plural: beef, calf, elf, half, knife, life, leaf, loaf, oaf, self, shelf, sheaf, thief, wharf, wife and wolf. The other nouns with these terminations form their plurals regularly, by adding *s*, as brief, chief, dwarf, cleff, cliff, grief, gulf, hoof, proof, reef, roof, ruff, safe, scarf, staff, waif, etc. Wharf and staff are sometimes pluralized *wharfs* and *staves*.

Words ending in *y*, preceded by a consonant, change *y* to *ies* for the plural, as: cry, cries; canary, canaries, etc., but when the *y* is preceded by a vowel, it does not change, and the plural is formed regularly, by the addition of *s*, as: boy, boys; key, keys. money, moneys, etc. Proper nouns do not change, as: *The Perrys, two Februarys*, etc., but nouns ending in *uy* change, as colloquy, colloquies, etc.

Letters are pluralized by adding an apostrophe and s, as: *two a's, three b's*, etc.; but figures do not require the apostrophe, as: *two 5s, three 2s*, etc.

Nouns ending in *o*, generally add *es* for the plural, as: potato, potatoes, etc., but some words from foreign languages form their plurals by simply adding *s*, as: piano. pianos; bronco, broncos, etc.

Some Greek nouns and Latin nouns of the third declension, feminine, ending in *is*, change to *es* in the plural, as: amanuensis, amanuenses; crisis, crises, etc. Nouns of the third declension, neuter (Latin,) ending in *us*, form the plural by changing *us* to *era*, as: opus, opera, genus, genera, etc. Nouns of the first declension, fem. (Latin,) ending in *a*, change *a* to *ae*, as larva, larvae, etc. Latin nouns of the second declension, ending in *us*, (masculine,) form their plurals by changing *us* to *i*, as tumulus, tumuli, etc., and those of the second declension, neuter, ending in *um*, change *um* to *a*, as memorandum, memoranda, etc.

French nouns ending in *au* and *eau* form their plural by adding x, as beau, beaux. *Bureau*, which is now considered as an English noun, forms its plural by adding *s*, usually.

Latin nouns, ending in *ex* and *ix*, change to *ices* in the plural, as apex. apices; radix, radices; index, indices, etc. Note. When *index* means the contents of books. it takes the

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English plural, and adds *s*, but when it means indications, it takes the Latin plural.

Hebrew nouns form their plurals by adding *im*, as cherub, cherubim; seraph, seraphim, etc.

Some Italian nouns form their plural by changing o to i, as: solo, soli; soprano, soprani, etc.

Some nouns have the same form for both singular and plural, as: sheep, deer, etc. Some nouns have two forms for the plural, as peas, (meaning several individual grains,) and pease, (meaning grain in bulk;) dies, (meaning stamps,) and dice, (meaning cubes for playing,) etc.

Some nouns have a different signification in the singular and plural, as: *service*, singular, work or employment in general; *services*, plural, individual employment. *Interest*, singular, premium for use of money, or general advantages in business; *interests*, plural, money invested, or shares of an individual in business.

In proper names, the name is pluralized if no title is used, as the two Browns, the Joneses, etc., but where a title is used it is customary to pluralize the title, as: Messrs. Smith and White; the Messrs. Nelson; the Misses Andrews, etc. As there is no plural form in English for Mrs., either the French word, Mesdames, or a repetition must be used, as Mrs. Jones and Mrs. Black; or Mesdames Jones and Black.

In hyphenated and compound nouns, the principal noun is pluralized, as: spoonfuls, maid-servants, attorneys-at-law, sons-in-law, etc.

The singular nouns, *number* and *none*, are often used with a plural verb, custom sanctioning the use, as: A number of people *were* present, but none *were* injured.

The word *means* may be either singular or plural, according as it is used, and the words *news, molasses, politics,* and *physics* are always used as singular nouns.

The words *pair, couple, brace, span,* etc. are used in both singular and plural, according to the meaning intended to be conveyed, and sometimes with or without the plural terminations, as two pair of shoes. They are sold in pairs, etc.

In addition to the preceding, there are some words that form their plural irregularly, without regard to any rule, whatever, as: foot, feet; tooth, teeth; goose, geese; mouse, mice; die, dice; penny, pence; etc. A few words retain the old Saxon plural termination, *en*, as, ox, oxen; child, children; brother, brethren; man, men; woman, women, etc.

Abstract nouns, that is the names of ideas, qualities, etc., are generally used in the singular, as, health, wealth, grandeur, eminence, strength, etc.

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Some nouns are always used in the plural, and have no singular form, as: tidings, tongs, scissors, bellows, etc.

Some adjectives, when used as nouns, take both the plural form and the apostrophe and *s* for the possessive, as: one, ones and one's; other, others and other's, etc.

Some foreign nouns form their plurals by adding *s*, and with some it is optional whether the s-form or the foreign form is used, as: memorandums or memoranda; mediums or media; cherubs or cherubim, etc.

The noun *bitters* is properly a plural noun, though frequently used in the singular, as "a good bitters is made of an infusion of peruvian bark."

## EXERCISE FOR DICTATION, 318.

Write the plurals of the following words:

| | | | |
|---|---|---|---|
| Hero | tax | volcano | radius |
| tomato | knife | 'cello | datum |
| no | life | echo | memorandum |
| cargo | staff | octavo | erratum |
| cameo | loaf | son-in-law | genus† |
| piano | chief | aide-de-camp | genius |
| solo | roof | maid-servant | beau |
| halo | half | man-servant* | bureau |
| match | radix | court-martial | nebula |
| patch | populus | knight-templar | larva |
| peach | history | tooth-brush | index |
| leach | attorney | spoonful | vortex |
| ditch | money | crisis | hypothesis |
| gas | fancy | basis | automaton‡ |
| mass | idiosyncrasy | thesis | criterion‡ |
| pass | valley | chrysalis† | stigma** |
| wash | journey | amanuensis | nucleus |
| box | soliloquy | analysis | miasma** |
| fox | obloquy | terminus | phenomenon‡ |

*Man-servant pluralizes both words—men-servants.

†Plural, chrysalides.

‡Genus is third declension, neuter, its plural being genera. Genius is an English noun, and forms its plural according to rule by adding *es*—geniuses.

‡Some Greek words ending in *on*, change to *a* or *ata* in the plural, as automata, criteria, phenomena.

**The plural of stigma is stigmata, and of miasma is miasmata.

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## EXERCISE FOR DICTATION, 319.

1. The heroes of the revolutionary war had honored lives. 2. There were two cargoes of potatoes and one of tomatoes received from Bermuda. 3. The result of the vote was seventy-five ayes and fifteen noes. 4. The jeweler has two small boxes of cameos. 5. Besides the two solos, there was the duet on two pianos at the concert. 6. The halos around the heads of some of the pictures of saints by the old masters are the creations of their fancies. 7. Some ancient office-bearers carried staves as their official emblems. 8. The attorneys have disbursed all the moneys appropriated for their journeys. 9. the idiosyncrasies in the soliloquies of the knights-templar are the indices of the peculiarities of their period. 10. The theses written by the tyros of the colleges are not always criteria of the standard of higher education. 11. The Chrysalides and larvae of some insects present many interesting phenomena. 12. The amanuenses were required to keep memoranda of the chemical analyses. 13. There are many hypotheses in regard to the nebulæ in the heavens. 14. The apices of some of the higher mountains are the craters of extinct volcanoes.

## EXERCISE FOR CORRECTION, 320.

1. People who find fault should think of themselfs. 2. There were three shelfs in the bookcase. 3. The lawyer had two brieves. 4. The attornies' client defaulted. 5. He paid in all monies promptly. 6. There are four *a's* in the word amalgamated, and three 9's in 1999. 7. All historys are not strictly correct. 8. He made two entrys in the journal. 9. Potatos are very healthful. 10. There were three pianoes in the room. 11. There were several crisises in our early history. 12. Enclosed find a memoranda of what I want. 13. There was but a single strata of the rock. 14. The chrysalises of the insects were interesting. 15. Take two spoonsful for a dose. 16. Two aid-de-camps were sent with the message. 17. We have teeth-brushes for sale. 18. The man-servants* and maids-servants were paid monthly. 19. These molasses are sour. 20. His politics were uncertain. 21. The tongs is in the corner. 22. The tidings were received joyfully. 23. The ballroom was thronged with belles and beaus. 24. There were two bureaux in the room. 25. The apexes of the mountains were covered with snow. 26. Etymology teaches us the radixes of words. 27. The book had two indices. 28. Honesty and frugility are indexes to a man's character.

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*Men-servants. (Both words pluralized.) Maid-servants. (Only the latter word pluralized.)

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## RULES FOR SPELLING.

Rule 1. In all words, except proper names, ending in *y*, preceded by a consonant, the *y* is changed to *ie* when *s* is added to form the plurals of nouns, or the third person singular and past tense of regular verbs, as: *lady, ladies; try, tries, tried;* etc., but when the *y* is preceded by a vowel, it does not change, as *boy, boys, play, plays, played.* At the end of proper names *y* does not change.

### EXERCISE ON THE ABOVE RULE, 321.

NOUNS.

First give the word dictated, then give the plural, following with the singular possessive and the plural possessive, as follows:

| | | | |
|---|---|---|---|
| Actuary | actuaries | actuary's | actuaries' |

In similar manner write the following:

| | | | |
|---|---|---|---|
| Actuary | Canary | Ivy | Sky |
| adversary | company | Jockey | soliloquy |
| affinity | candy | joy | spy |
| agency | colloquy | Livery | supply |
| ally | casualty | Medley | sentry |
| anatomy | causality | mummy | specialty |
| anarchy | celebrity | money | surety |
| apathy | civility | Notary | Sunday |
| apology | copy | nursery | Toy |
| analogy | Day | Obloquy | tray |
| Bay | duty | Pansy | treaty |
| baby | Envoy | pantry | Vacancy |
| bakery | enquiry | pastry | vanity |
| beauty | entry | pity | variety |
| belfry | Fancy | prey | vagary |
| body | fray | Quay (kee) | vestry |
| boy | Glory | Ray | votary |
| barley | History | relay | Way |
| balcony | hypocrisy | remedy | |

Note that the letters *qu*, when used together, form a consonant, and the *y* after it changes according to the rule. Some of the above nouns are seldom, if ever, used in the possessive, but the possessive form is given simply as an exercise.

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VERBS.

As verbs do not have cases, the following words may be arranged in three columns, giving the dictated word in the first, the third person singular in the second and the past tense in the third, as follows:

| | | | | | |
|---|---|---|---|---|---|
| Assay | assays | assayed | apply | applies | applied |

In similar manner write the following:

| | | | |
|---|---|---|---|
| Assay | cry | fly | Satisfy |
| allay | curry | fry | say |
| apply | Deny | Hurry | slay |
| array | decry | Lay | signify |
| Bray | descry | Occupy | stay |
| buy | defy | Pay | stray |
| Carry | destroy | play | sway |
| certify | dry | ply | Try |
| cloy | Enjoy | pray | terrify |
| comply | employ | pry | Verify |
| convey | Flay | Relay | Waylay |

---

Rule 2. Words ending in silent *e* retain the *e* when a syllable or suffix is added beginning with a consonant, as: *move, movement; care, careful.* The following words are exceptions to this rule, as the *e* is not required for pronunciation, and it is more in accord with simplified spelling—*acknowledgment, abridgment, judgment, nursling, wholly* and *wisdom.* But when the *e* is followed by a syllable or suffix beginning with a vowel, the *e* is dropped, as: *move, moving.* As the *e* is required for the pronunciation, or to make some distinction in the following rather long list, they are regarded as exceptions, and the *e* should be retained in *manageable, chargeable, changeable, defaceable, dyeing* (coloring) *noticeable, peaceable, serviceable, singeing, tingeing* and *traceable.* Also the compounds of *here, there, where* and *more,* except *wherever,* as: *hereafter, thereof, whereunto* and *moreover. Salable* is spelled either with or without the *e,* the preference being to omit it. *Sensible* and *defensible,* and other words taking *ible* as a suffix, or any other suffix beginning with *i,* follow the rule, and drop the *e.* All the above exceptions should be memorized.

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When the *e* is preceded by the letter *u*, or any other vowel, the *e* is dropped, whether the suffix begins with a vowel or not, as in *awful, bluing, gluing, duly, truly, dying,* (expiring) and *woeful.* It is sometimes retained in *hoeing,* and always in *shoeing,* on account of the pronunciation. Derivatives only are given in the following exercise.

## EXERCISE ON THE ABOVE RULE, 322.

| | | | |
|---|---|---|---|
| Advising | dividing | inducement | requiring |
| advisement | describing | issuing | requirement |
| advertising | desiring | Lately | restoring |
| advertisement | desirable | lodging | retiring |
| abating | dying | lodgment | retirement |
| abatement | dyeing | living | revocable |
| activity | dining | livelihood | rising |
| alluring | diving | lying | rousing |
| allurement | driving | losing | ruing |
| animating | Enlargement | Management | receiving |
| arranging | enlarging | managing | refusing |
| arrangement | enclosing | manageable | remorseful |
| awful | enclosure | movement | relieving |
| Baleful | enforcing | movable | retrieving |
| behavior | enforcement | moving | relatively |
| bluing | erasing | Nativity | resourceful |
| Caring | erasure | natural | reversible |
| careful | excusing | notable | reviling |
| careless | excusable | noticeable | Sameness |
| carousal | exonerating | naively | scoring |
| ceasing | Famous | nicely | scenic |
| ceaseless | fading | nicety | sanity |
| chafing | figuring | Owing | spacious |
| changing | firing | Piercing | spiciness |
| changeable | firemen | peaceful | sponging |
| charging | foremen | peaceable | sparkling |
| chargeable | fuming | politeness | statehood |
| confiding | Gluing | practicing | stateliness |
| confining | Hereafter | preceding | stoning |
| confinement | hereat | promising | stony |
| conducivie | herein | promissory | straggling |
| Daring | hereinafter | proving | serenity |
| dancing | hereof | Racial | sharing |
| defining | hereon | ratable | shameful |
| divining | hoing | refinement | shining |
| devising | Immensity | removal | subduing |
| definable | inducing | reclining | striving |

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| | | | |
|---|---|---|---|
| sloping | tying | tuning | whereat |
| suing | tiling | twining | whereafter |
| surety | timely | Useful | whereabouts |
| Theatrical | tiresome | uniting | wherein |
| thereat | tingeing | Valuable | wherever |
| thereafter | tiring | vicious | whereon |
| thereabouts | tracing | virtuous | whereof |
| therein | traceable | Waking | woful |
| thereof | trading | wading | wreathing |
| tiding | truism | wasting | writing |
| tidal | tuneful | wasteful | |

---

Rule 3. The final *l* in *full* is dropped when *full* is used as a prefix or suffix, as *awful, baleful, fulfill* (or fulfil,) but when full is hyphened, it retains the double-l, as: full-fledged, full-toned, etc.

## EXERCISE ON THE ABOVE RULE, 323.

| | | | |
|---|---|---|---|
| Armful | fitful | hateful | rightful |
| artful | fanciful | helpful | Sinful |
| awful | forceful | healthful | skillful |
| Baleful | frightful | hopeful | spiteful |
| bashful | fulsome | houseful | shovelful |
| baneful | fulness | Ireful | sportful |
| beautiful | fulfill | Joyful | soulful |
| bountiful | full-fledged | Lapful | Thankful |
| brimful | full-blown | lawful | trustful |
| Canful | full-armed | Mouthful | tuneful |
| cupful | full-grown | manful | Useful |
| careful | full-length | mournful | unfaithful |
| cheerful | full-rigged | mindful | Wasteful |
| changeful | full-orbed | Needful | willful |
| Delightful | full-toned | Pailful | wishful |
| direful | Gainful | painful | wistful |
| doleful | graceful | plentiful | woful |
| dutiful | grateful | pitiful | wonderful |
| Eventful | guileful | Regretful | wrathful |
| Fateful | Handful | resourceful | Yardful |
| faithful | harmful | restful | youthful |

Note. The above words form their plurals by adding *s* to the suffix and not to the primitive word, as: handful, handfuls; spoonful, spoonfuls; etc. The teacher may require the pupils to form the plurals of these words if thought desirable.

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Rule 4. Monosyllables and words accented on the last syllable, ending in a single consonant (except *h* and *x*) preceded by a single vowel, (not a diphthong) double the final consonant when a suffix is added beginning with a vowel, as: *pen, penned; can, canned; hat, hatter,* etc., but when the accent is on any other syllable, or when a suffix is added beginning with a consonant, the final letter is not doubled, as in *reference, deference, enameled,* etc. There are some exceptions to this rule, and authorities differ as to its observance, as Worcester doubles the final consonant in many words where Webster does not.

## EXERCISE ON THE ABOVE RULE, 324.

| | | | |
|---|---|---|---|
| Abetting | billet | emitting | hitting |
| abutting | billetting | estopping | honored |
| abutment | bitten | estopment | Idiotic† |
| acidulous | blotter | evener | impelling |
| admittance | bidding | excelling | Jammed |
| admitting | Canned | excelent* | jarred |
| allotment | canning | Fatten | jobber |
| aluminum | catcall | fitting | jotting |
| allotting | carred | finny | jutting |
| annually | carload | flatten | Knotted |
| annulment | cabby | foggy | Legging |
| annulling | caddy | foppish | letting |
| authorize | chatting | Gabble | logging |
| atomic | chattel | gadder | loggerhead |
| atomizer | committing | gadding | lugging |
| Barred | commitment | gemmed | Madding |
| barring | counseled | getting | mapping |
| butting | counselor | gaseous† | matting |
| bedding | consular | gasalier† | mobbed |
| billet | cottage | getting | Netting |
| billeted | cupping | ginning | nunnery |
| blotting | cupful | gunning | nutshell |
| blotted | cutting | Haggish | nutmeg |
| batting | Dabble | haggle | Obituary† |
| barring | dammed | hapless | original |
| bedding | dimmed | hatter | Padded |
| beginning | dogged | hatband | paralleled |
| begetting | dueling | hemmed | patted |
| begotten | Enameled | hencoop | periled |

*Spelled according to rule, although most authorities spell excelent with two l's, without reason, and in total disregard of the rule.
†Exception.

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| | | | |
|---|---|---|---|
| perilous | reveling | smitten | tinning |
| pinned | reddish | spinning | thinning |
| pitted | redden | spinster | thinly |
| plotting | ridding | spitting | trapping |
| potted | riddance | spotting | tripping |
| penning | ribbed | starry | trotting |
| punning | robbing | starlight | Unbidden |
| putting | robbed | stepping | undimmed |
| preferred | running | stirring | unshipped |
| preferring | Spanned | stopping | unpinned |
| preference | spanning | stopped | Validity |
| Quitting | sapling | stupidity | vigorous |
| quizzing | scanning | summing | visiting |
| quizzical | scudding | sunning | visitor |
| quitting | setting | sunny | Wadding |
| quittance | shipping | sunlight | warring |
| Ramming | shopping | supping | wedding |
| rapping | shunning | swimming | wedlock |
| raveling | sinning | Tanning | witty |
| reckoning | sinner | tanner | witless |
| referred | sipping | tarring | witticism |
| reference | slipping | tarry | wittily |
| referring | smutty | telling | Yonder |

In addition to the above words there are many others in which the letters are doubled to indicate the short sound of vowels. These are mostly primitive words, like accommodate, retalliate, palliate, recollect, etc. When the adverbial termination *ly* is added to words ending in l, the l must, of necessity be doubled, and similarly, when a prefix ending in *is* is added to words beginning with *s*, these letters are doubled as: missent, misspelled, misspent.

## SIMPLIFIED SPELLING.

Words which were formerly, (and are even now in England,) spelled with the terminal *our*, are now spelled in this country, with *or*, as: *labor, favor*, etc., and words formerly ending in *re* are now spelled with *er*, as *theater, miter, liter*, etc. The termination *ue* at the end of words formerly ending in *logue*, should be dropped, as these letters are not found in the Greek word *logos* from which the terminal is derived. The custom is also growing to omit silent letters, as in the words *though, through*, etc., and it is recommended that *t* be used instead of *d* in words like *shipt, equipt, dropt*, etc., but any radical changes are not advisable with our present alphabet.

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Rule 5. Only the three words, *proceed, exceed* and *succeed* end in *ceed,* and *supersede* is the only word ending in *sede,* so that all words like *precede, recede, secede,* etc., should end in *cede.* The derivative *procedure* drops one *e.*

## EXERCISE ON THE ABOVE RULE, 325.

For dictation, the pupil to give both spelling and definition.

Accede, to yield
concede, to grant
intercede, to come between, to supplicate
precede, to come before
proceed, to go on
proceeds, results
exceed, to go beyond
proceedings, transactions
procedure, method of proceeding
recede, to go back
secede, to withdraw
succeed, to follow to prosper
supersede, to take the place of

## EXERCISE FOR DICTATION, 326.

1. We will accede to your proposition if it does not exceed the amount stipulated. 2. We are willing to concede what you ask if you will intercede with the government in our behalf. 3. If you will proceed carefully you will find that no one will precede you or supersede you in your position. 4 We can not recede from the position we have taken as the proceeds of the sale of the property are to be used as provided during the proceedings of the meeting of the stockholders. 5. We hope you will succeed in your undertaking and that you will not be superseded by any one in your work. 6. The method of procedure has not been fully determined. 7. The case was tried in accordance with the code of Civil Procedure.

## SUPPLEMENTAL EXERCISE FOR DICTATION, 327

1. We will be pleased to accede to your request, but we can not recede from the proposition we formerly made. 2. We will intercede with the parties as you wish, but we can not concede all you ask, nor exceed our instructions in the matter. 3. I will proceed with the work of transcribing the proceedings of the convention, and trust I will succeed in accomplishing the task in a short time. 4. When the Southern states decided to secede from the Union they followed a course of procedure that was not sanctioned by precedent. 5. Mr. Phillips will supersede Mr. Wilson in the office as soon as the proceeds of the discounted notes are received. 6. Careful decision should always precede action.

(For additional exercises on these words and their derivatives, see pages 25, 111 and 112.)

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Rule 6. The termination *eive* follows the letter *c*, but after any other letter it should be *ieve*. This rule applies to both primitives and derivatives, but does not apply to the diphthongs *ei* and *ie* in words where they are not followed by the letters *ve*.

## EXERCISE FOR DICTATION ON ABOVE RULE, 328

The pupil should give both spelling and definition.

Achieve, to accomplish
achieving, doing
achievement, accomplishment
aggrieve, to vex
aggrieving, vexing
believe, to have faith in
believing, having faith
belief, faith
conceive, to think
conceiving, thinking
conceit, thought, fancy
deceive, to mislead
deceiving, misleading
deceit, wrong impression
deceitful, having deceit
grieve, to make sad
grieving, making sad
grievous, sorrowful
grief, sadness
grievance, a complaint
perceive, to see
perceiving, seeing
receive, to take
receiving, taking
receipt, acknowledgment
reprieve, v. to release
reprieve, n. a release
reprieving, releasing
relieve, to alleviate
relieving, assisting
relief, ease, comfort
retrieve, to take back
retrieving, recovering
unbelief, skepticism
unbeliever, a skeptic
unrelieved, not relieved
undeceived, enlightened
unreprieved, not reprieved
seive, an implement for sifting

## SUPPLEMENTAL EXERCISE FOR DICTATION, 329

1. We conceive it to be every one's duty to achieve all the success within the scope of his attainment. 2. No one should feel aggrieved if he should not receive all that he thinks is his due. 3. We believe that the time is coming when there will no longer be any deceit in business transactions between men, and that the grievous burdens now borne by the toiling multitude will be relieved, and that the great masses of mankind will retrieve their past errors, and live better lives. 4. We should not grieve over losses that we can not retrieve, but put our faith in the future, and believe that we may achieve a greater measure of success in new fields and with renewed effort, than we believed possible. 5. The prisoner expected a reprieve before the day of execution, but he failed to receive it.

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# CAPITALIZATION.

In addition to the usual well-known rules for the use of capital letters at the beginning of proper names, first word in a sentence, and in each line of poetry, etc., which one learns in the study of grammar, the following rules should be observed:

All names of trade-marks, special brands of goods, or articles of manufacture, when used to designate a particular kind or make, as: Ceresota Flour; Armenian Serge; State Bank of Utah; Downs' Vegetable Elixir; etc. Words are sometimes capitalized to give them prominence.

Capitalize the days of the week, holidays, months and special events, as: Wednesday, Christmas, January, Inauguration, Coronation. The latter should not be capitalized, however, when they do not refer to any special event.

State, County and City should be capitalized when referring to any special place, as: Ohio, Kings County, City of Brooklyn; but not when they are used in a general sense, as: Every city and county in the state was represented.

When common names are used to designate special localities they should be capitalized, as: The East, the Western States, the South.

The names of parties should be capitalized when used as nouns, but not when used as adjectives, as: the Democrats, the republican party.

Capitalize all nouns and pronouns representing the name of the Deity, as: Jehovah is omnipotent; He created the universe, and His laws shall endure forever.

All titles, as: Earl of Pembroke, Senator Smith, Deacon Jones, President McKinley, Secretary Wilson. But when these titles are used as common nouns they should not be capitalized, as: "The president and secretary of the association." "He was an earl."

Names and titles of books, plays, etc., as: The Mill on the Floss, Diplomacy. It will be observed, however, that the unimportant words in a title are not capitalized.

Adjectives derived from proper nouns are generally capitalized, although it is a growing custom to use small letters for such words as italic, negro, and some other similar words that have come into more common use.

Common names, when personified, should be capitalized, as "The Bear spoke to the Fox and the Lily smiled at the Rose, while the Great Sea roared its solemn approval."

The same words may or may not require capitals, according to the manner in which they are used, as: "There was a gen-

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eral desire to see the General," "He is erecting a new building which is to be called the Ambler Building." "President Tyler was not as illustrious as some of the other presidents." "Captain Brown was the first captain of the Company and his company was eagerly sought on that account."

It is not customary now to capitalize the abbreviations, prest., sec., treas., etc., when used as titles to offices in minor organizations.

The tendency now is to diminish the number of capitalized words, but great care should be taken to use the capital when it is indispensably necessary. The rule that some writers give, to use small letters when in doubt, is by no means a safe rule to follow.

Generally all initial letters should be capitalized. It is now, however, customary to use small letters for a. m. and p. m., and sometimes f. o. b.

When in doubt, the best plan is to look up the rule, or observe the custom followed by others who are recognized authorities. In many newspaper offices they have their own method of capitalizing, abbreviating and punctuation, which, while conforming to general rules, differs in specific cases.

## EXERCISE FOR DICTATION, 330.

(*Correct as given below.*)

We have a new brand of goods, called "Easy Eating." We have shipped you the Hall's Compound Syrup, and Smith's Tar Lozenges, as ordered. We have discounted the note at the State Bank of Commerce. The doctor prescribed a compound syrup of squills and senna. A new state bank is being organized in Omaha, which is a center of commerce in the states of Iowa and Nebraska. The Inauguration of President Lincoln marked the inauguration of a new era in the history of this country. There will be a meeting of the Society for the election of president, secretary and other officers. Captain Jones has been re-elected as captain of Company N. The firm of Brown, Jones & Co., has been organized as a stock company, and is now known as The Brown-Jones Company. The two principal political parties in this country, previous to 1850 were the Whigs and Democrats, at which time the republican party was formed and seemed to absorb many of the members of both old parties. The Creator is omniscient. Joseph Jefferson was the creator of the role of Rip Van Winkle. Gov. Smith died in 1896. He was one of the best governors we ever had. The Midnight Moon serenely smiled.

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The moon was eclipsed at midnight last night. There are good grounds for presuming that Good Ground is a pleasant place for a residence. The French, Italian and Spanish languages are called Roman languages. The Peruvian government is republican in form, and we obtain peruvian bark from that country. The Negroes are disliked by the Southrons and the negro problem is one of the most difficult of solution in the southern states. The first train on the Narrow Gauge leaves at 9:10 a. m. The goods were sent f. o. b. by the Eastern R. R., which is a narrow gauge road. We call attention to our School Department, in which we keep all the requisites for the various departments in schools.

---

## ABBREVIATIONS.

Abbreviations should be used sparingly and with discrimination. Some words are always abbreviated, as Mr., Mrs. and Messrs. Miss is an entire word and not an abbreviation. Others should be abbreviated when used as titles, as Hon., Dr., and Esq., but when used otherwise, they should not be abbreviated. The names of states and some countries should be abbreviated when they occur after the names of cities and towns, as Albany, N. Y.; Boston, Mass., but when they are used as they ordinarily occur in a sentence, they should not be abbreviated, as "Rhode Island and Delaware are two of the smallest states in the Union." Gents., as an abbreviation for gentlemen, should never be used, nor Mess. for Messrs.

Avoid the too frequent use of abbreviations. While it is proper to use them in commercial work, and to a certain extent in legal documents, it is better to write: "Send me ten yards of cloth," than "Send me 10 yds. of cloth." The percent sign ( % ) should only be used with figures, as "10 %." Do not write either "ten %" or "10 per cent." Except in technical work, you should avoid the use of " for inches, and ' for feet, as few people understand them.

The names of the months may be abbreviated when accompanied by dates as Jan. 10th, but do not write "the month of Jan." It is an abominable method. Never abbreviate the days of the week. Write them out in full.

"Company" should be written out in corporate names, as: "The Globe Paper Company;" but abbreviated in firm names, as: "John Smith & Co."

In some offices, especially in some law offices, the use of abbreviations is not permitted, except such as can not be dispensed with, as Mr., Messrs., etc. On the next page is a list of the more common commercial and legal abbreviations.

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## COMMERCIAL ABBREVIATIONS.

Ad. advt., advertisement.
agt., agent.
Am., American.
amt., amount.
asst., assistant,
bal., balance,
bbl., barrel,
bds., boards.
bot., bought,
bu., bushel,
bxs., boxes,
cash., cashier,
cent., hundred,
clk., clerk,
C. O. D., col. on delivery,
cwt., hundredweight.
dol., dollar,
dept., department,
deg., degree,
disct., discount,
Dr., debtor, doctor,
doz., dozen,
dr., dram,
ea., each,
exchge., exchange,
exp., express,
ft., foot, feet,
gro., gross,
hhd., hogshead,
inst., this month,
int., interest,
in trans., in transit,
inv., invoice,
lb., pound, pounds,
l. c., lower case (small letters)
mfg., manufacturing,
mfr., manufacturer,
memo., memorandum,
mo., month,
%, per cent.,
oz., ounce,
ozs., ounces,
pk., peck,
P. O., postoffice,
pkge., package,
Prof., Professor,
prox., proximo, (next month)
pt., pint,
pub., publisher,
qt., quart,
Rec. Sec., Recording Secretary
sec., secretary,
s. c., small caps,
stet., let it stand,
tr., transpose,
ult,. last month,
vol., volume,
viz. vidilicit, (namely)
wt., weight,
yr., year,
yd., yard.

## LEGAL ABBREVIATIONS.

Admr., Administrator,
Admx., administratrix,
Atty., attorney,
C. H., court house,
Dfdt., dft., defendant,
Exec., Executor,
Execx., Executrix,
et al., et alii, others,
ex rel., on the relation,
In lim. in limine, (at the outset)
in loco., in the place,
in re, in the matter of
in rem, against the thing,
plf., plaintiff,
ref., referee,
vs., versus,
SS, Scilicet, (namely).

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